

ShareFest 2019 Project Calendar

- Jan 1- Mar.6 Work with schools, community center & church reps to define jobs (Projects)
Begin recruiting for leadership and teams for ShareFest
Partnering Church Coordinators finalized (Coordinator)
Recruit additional committee members (all)
Update systems for Sharefest Data and work plans (Vol. Mgt. and Projects)
Project committee provides number of volunteers needed per site to(Vol. Mgt.)
- March 6 **ShareFest Meeting # 1:** 12:00 at Boys and Girls Club
Announce committee members (all)
Provide information for online signup on computer at sharefesttopeka.com(Vol. Mgt)
Update work plans with schools on jobs, resources,& volunteers needed.(Projects)
* New this year when a person signs up they may pick their site.(Vol. Mgt.)
- March 6– March 27 Finalize job definition and resource/volunteer needs (Projects)
Churchs begin recruitment for volunteers and have them enroll online at sharefesttopeka.com. All registrations need to be in by April 7th
There will be a celebration after ShareFest on April 27th from 12:00-2:00.
Schedule your churches celebration for May 5th.
- March 27 **ShareFest Meeting # 2:** 12:00 at Boys and Girls Club
Plan ShareFest Day Schedule
Present resource/material needs to Finance & Materials (Projects)
Online enrollment will need to be completed by April 7.
Begin obtaining resources & materials (Finance & Materials)
- April 7 **Registration Ends!!!**
- April 8 T-shirt work day- T- shirt committee prepares t-shirts for delivery to meeting on April 10th.
- April 10 **ShareFest Meeting # 3:** 12:00pm at Fellowship Bible Church
* T-shirts distributed to all organizations and churches(t-shirt comm.) Please have a representative there that day to pick up shirts, list of volunteers with their shirt sizes and work day letters.
- April 13 and 21 Distribute t-shirts & work day instructions at Church Services
- April 24 **Final ShareFest Meeting:** 12:00pm at Boys and Girls Club
Final reminders for ShareFest day
Celebration details on April 27th- 12:00-2:00pm
Pray over the day
Details for Plant pick up
- April 27 **ShareFest
ShareFest Celebration- 12:00-2:00pm**
- May 5 **ShareFest Celebration Weekend**

