



ADVANCE COMMITMENT HOST ORIENTATION WORKSHEET

- STEP 1** Create an assignment list/card for each household being invited to an Advance Commitment Gathering. This can be done with a simple list, or if you choose, by affixing an address label to a 3x5 index card. Organize the list/cards into groups according to the Gathering to which they have been invited. Information on the card should include:
- Invitee's name and phone number
 - Name of Advance Commitment Host
 - Date and time of Gathering
- STEP 2** Prepare Advance Commitment Gathering Fact Sheets. The fact sheet should include:
- Name, address, and phone number of each Gathering location
 - Date and time of Gathering
 - General directions to each Gathering location
 - Special information, if necessary (*e.g.*, parking instructions, etc.)
 - Make copies of the master invitation list, sorted by the host/location name
- STEP 3** Prepare training packets, one for each calling member of the Advance Commitment Team. Each packet should include the following items:
- **1** - Attendance Form, copied on salmon-colored paper.
 - **1** - Advance Commitment Gathering Fact Sheet
 - **1** - Master Invitation List
 - **1** - Copy of *Calls for the Advance Commitment Gatherings* (Form AC - 2)
 - **1** - Copy of *Advance Commitment Gathering Reservation Sheet* (AC - 3)
 - **1** – Nametag
- STEP 4** On the day of the meeting, make sure the following items are available in the meeting room:
- Assignment Cards (*see Step 1*). Your consultant will provide instructions on distributing these cards.
 - Extra copies of the Fact Sheet and Master Invitation List (*5-10 copies*).
 - Training Packets (*see Step 3*).
- These materials should be ready for distribution at Advance Commitment Host Orientation on