



ROOM RESERVATION WORKSHEET FOR CAMPAIGN MEETINGS

DATE	TIME	MEETING	#	ROOM	EQUIPMENT	INSTRUCTIONS
		Print/Visual Communications Meeting #2				
		Contact Team Assistant Training				
		Follow Up Training				
		Special Event; Children; Youth				
		LEADERSHIP TEAM REPORT MTG. #1				
		Pacesetter Gifts Planning Meeting #2				
		Pastor/Campaign Chairs Meeting #2				
		Information Team Training				
		Contact Team Training				
		Contact Team Training #2 (if needed)				
		LEADERSHIP TEAM REPORT MTG. #2				
		Advance Commitment Meeting #2				
		Pacesetter Gifts Report Meeting				
		LEADERSHIP TEAM REPORT MTG. #3				
		Advance Commitment Meeting #3				
		Advance Commitment Host Orientation				



ATTENDANCE FORM MODEL

Copy and cut for use in training packets.

If possible, use different colored paper for each team.

ATTENDANCE FORM

Please fill out this form and give it to the Campaign Administrator(s).

Name _____

Phone Number _____

E-mail _____

Team _____

Position _____

Enlisted by _____

I am taking materials to the following _____

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I am taking materials to the following _____



CALL #1
FOCUS ON PRAYER

Date: _____ Family called: _____

Check for correct family/address/phone information and note any changes here:

Questions:

1. What can our parish do for you and your family that is not being done so that your faith is enriched?
2. What would you like to do for your parish?
3. Do you have any prayer needs/intentions?



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Date: _____ Family called: _____

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CONTACT TEAM ASSISTANT TRAINING WORKSHEET

IN PREPARATION FOR THE CONTACT TEAM ASSISTANT TRAINING, FOLLOW THESE INSTRUCTIONS.

- ☐ Prepare packets for Leader(s). Each packet will include:
 - 1 - Attendance Form
 - 1 - Copy of *Leader's Guide for Team Assistant Training* (Form CT-3)
 - 1 - Copy of *Contact Team Assistant Training Instructions* (Form CT-2)
 - 1 - Nametag

- ☐ Prepare packets for Team Assistants. Each packet will include:
 - 1 - Attendance Form
 - 1 - Copy of *Contact Team Assistant Training Instructions* (Form CT-2)
 - - copies of *Contact Team* (Form CT-1)
 - 1 - Copy of *Involvement Form (Inv-1)*
 - 1 - Nametag
 - 1 - *Discovery ... A Personal Challenge* pamphlet
 - 1 – Campaign Timeline
 - Other: _____
 - _____
 - _____

These materials should be ready for distribution at the Contact Team Assistant Training on

Note: *The Contact Team training sheets are copied on light green paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on light green, also.*