

This document is a suggested timeline for creating a Tribute event; it should be customized to coordinate with your schedule and given to the members of your Tribute Team.

Tribute Schedule

12 Months, or as long as possible, before Tribute event

Receive permission from church administration to create a Tribute Sunday event

4 Months prior to Tribute event

Enlist a "Tribute Team" - The team should be a minimum of two people, depending on the size of the congregation, to begin planning the event and assign individual tasks to the team members keeping the information below in mind.

3 Months from Event

Work with church office and pastoral staff regarding announcements from the pulpit and the weekly *Service Sheet Inserts*.

Create, print and hang event *Posters* regarding upcoming Tribute Sundays to draw attention to the event and encourage participation.

2 Months from Tribute Date

Announcements begin from the pulpit

Set up *Display Tables* for both Mother's and Father's Day in lobby area and encourage parishioners to participate in the Tribute event. At least one team member should be at table each Sunday.

Display enticements, perhaps a bowl of chocolate kisses, to lure members to table.

Distribute tribute *Specifications* to interested participants before and after each service, answer questions about tributes and become a "Tribute Coach" by advising those in need of help.

Contact members' children, not part of congregation, to inform them about Tribute Sundays and send specifics regarding the event for those interested.

1 Month from Tribute Event

Begin collecting Tributes from the participants.

Continue to promote the event from the pulpit, via the service sheets, posters and personal contact.

Type tributes for those who are unable or do not have access to a computer.

1 Week from Tribute Event

Team member(s) read through tributes submitted and identify suggested excerpts to be read from the pulpit on Tribute Sunday.

Prepare excerpts and distribute to those involved with the service planning.

1 Day before Tribute Date

Work with church maintenance staff to hang the Tributes in the designated area of church using either painter's masking tape or stick-on picture hangers.

There may be participants bringing in their tributes at the last minute on Mother's/Father's Day—so keep your painter's tape handy, you won't be sorry—it's worth it,

Scatter boxes of Kleenex throughout the display area because there will be tears.

Tribute Day (Mother's and/or Father's Day)

Escort the congregants and visitors to the designated display area to view and read tributes. Stand back, watch and enjoy!

It is suggested to add the Father's Day tributes to the Mother's Day tributes and kept both sets on display for several weeks. The additional time allows more members and visitors the opportunity to read about their friends.

Two Weeks following Father's Day

Remove tributes from display area.

Announce in bulletin and from the pulpit that tributes are ready for pick-up at the Tribute table.

Return Tributes to composers and/or honorees. If they are not picked up within two weeks, contact the author to determine the final disposition of the Tribute.