



A STEP-BY-STEP

Checklist

To book a CTC Team for your event



● **Determine the needs of your community.**

We have many different programs and services to choose from. Determine what needs your community has and choose which of these programs will work for you.

● **Choose 2-3 tentative dates.**

Make sure that when you choose your dates that the school's schedule can be open for at least a one-hour all-school assembly, and time for the workshops that your community wants to hold during school hours. Make sure the students & community members are not out of town on trips (basketball, AFN conference, etc.).

● **Check your fund resources.**

Check all financial resources (community, scholarship, private...) that you will be using toward funding this outreach. Determine if you will need to do some fundraising.

● **Determine what size of team you need.**

Depending on the program you choose, team size can range from 2-20 members. Decide what size may meet your need and fit your budget the best.

● **Negotiate a contract with Carry the Cure, Inc.**

The contract will include payment for travel, food, per diem, service fees, and other miscellaneous expenses.

● **Check the availability of facilities.**

Make sure all facilities needed for school assemblies, housing, workshops, and outreaches are available for the dates set up.

● **Set up travel arrangements.**

Be sure to check for specials and/or discounts on air travel based on your community need.

● **Arrange local transportation.**

The team will need transport from and to any airports. Depending on where the team will be housed, you will need to arrange for transportation between there and the areas in which the assemblies, workshops, and/or outreaches will be held.

● **Get the word out.**

Make your community aware, informed, excited, and involved in the program.

● **Pray.**

Pray and believe for the positive results you desire to see happen in your community.

