

**Information Timeline for Teams**

**Advertise the Program**

* Give out leaflets 6 weeks in advance.
* Take names for 2 weeks.
* Send out reminder before deadline!
* Close Program to new applicants

**Establish Groups**

* Allocate people to the groups.
* Set Up WhatsApp group for reminders.
* Make sure each group is given the address/location of their campfire 2 weeks before the first campfire.

**Rota’s**

* Distributed 2 weeks in advance of the program.
* Addresses attached for each venue.

**Fire**

* Campfire Packs prepared 3 weeks in advance.
* Campfire Packs distributed 1 week in advance.

**Stories**

* The first story - printed and distributed 4 weeks in advance of the first campfire.
* The second story - printed and distributed at the first campfire.
* The third story - printed and distributed at the second campfire.
* The fourth story - printed and distributed at the third campfire.

**Songs**

* Lyrics and Chords to be printed and distributed as above.