# Membership Drive Checklist

## Review the list below and determine items needed

### ICF Office has these items (allow at least two weeks if these items need to be mailed to you)
- ICF Information Card (can also be placed in parish office or information center)
- Bollettinos

### ICF Website ([http://www.icf.org/membership/members/](http://www.icf.org/membership/members/)) has the following items listed in "Membership Growth" area under "Membership Drive"
- Calendar for Branch meetings/events
- Meeting Reminder Postcard for next meeting/event (option if not using calendar)
- Sign-Up Sheet
- Church Announcements (Bulletin and Pulpit)
- Mass Script
- ICF At A Glance Flyer
- ICF Membership Application

## Items to purchase
- Candy, cookies, or small giveaway item
- Pens, tablecloth, nametags (if not using Member Badges)
- Clipboards to hold Sign-Up sheets
- Optional: Retractable Banner (contact Public Relations Committee for more information)

## Items to prepare
- Send in bulletin/pulpit announcements (see sample) - coordinate with parish deadlines
- Collect pictures from branch events and place in album or on poster
- Branch contact label to place on back of ICF Information Card (name, email, phone number)
- Print copies of Branch Calendar and Member Applications
- Print Sign-Up Sheets and Table Signs (see samples)
- Optional: Print copies of Reminder Postcard for next meeting/event (see sample)
- Optional: Print copies of Branch Overview (see sample)
- Organize volunteers to speak at Mass (if needed)/assist at table
- Dues breakdown sheet (know dues amount if parishioners want to join at event)
- Optional: In case of inclement weather, have access to easy up to cover table
- Optional: Bring towel to wipe off table in case it gets damp overnight

## Final check week before event
- Confirm table and placement with Parish Staff
- Confirm bulletin, pulpit announcements, Mass speakers with Parish Staff
- Confirm Volunteers (remind them to be welcoming and how to manage the table)
- Confirm that all necessary handouts/posters/banners are acquired
- Confirm miscellaneous items - giveaways, pens, nametags, clipboards, table décor
- Confirm how set-up and take-down will take place

## Day of event
- Arrive early to arrange table and banner
- Check in with Pastor prior to Mass (if speaking at Mass, indicate where you will sit)
- Review with volunteers - put on nametags, handouts to be given, photo album, collecting sign-up info, ICF At A Glance flyer for FAQs, be welcoming and friendly, etc.