



Program Season Planning Checklist

General Timing	Task	Person Responsible	Completed
Between program weeks 1 through 6	<i>Prepare for the Immersion Experience.</i>		
	Read <i>Immersion Experience</i> and <i>Post-Immersion Follow-up</i> (consult as needed).		
	Choose either program-wide or small-group format for Post-Immersion follow-up; if a program-wide event, set and publicize date/time/place.		
	Recommended: Create a list of local agencies that participants may contact for the Immersion Experience (see pgs. 6-8 of <i>Immersion Experience</i> resource).		
	Assign Works of Mercy to small groups (between Sessions Four and Six).		
Between program weeks 5 through 7	<i>Coordinate mid-term survey and roster collection; see Coordinator Resource Center for details.</i>		
	Remind facilitators and participants to complete the Season One Survey .		
	Work with facilitators to gather and submit small-group rosters to JustFaith Ministries.		
Between Season One and Season Two	<i>Coordinate Immersion Experience and Post-Immersion follow-up.</i>		
	Coordinate Immersion logistics with facilitators.		
	Coordinate Post-Immersion logistics with facilitators.		
Between program weeks 8 through 14	<i>Coordinate Season Two details.</i>		
	Make sure facilitators have <i>Themes from Catholic Social Teaching</i> for Session Twelve (available in the Coordinator Resource Center or for purchase in the Books and Video store).		
	Read <i>Good News Gala</i> (consult as needed).		
Between week 13 and program conclusion	<i>Coordinate program wrap-up.</i>		
	Finalize details for the Good News Gala.		
	Host Good News Gala.		
	Remind facilitators and participants to complete the Season Two Survey .		