

Timeline
Candlelight Tribute
November 2008

Finished ✓	Suggested Date for Completion	Task
	June 1	<ul style="list-style-type: none"> • Assemble a program committee and have a planning meeting • Decide how involved you want the program to be • Set the date for the Candlelight Tribute. • Decide where you will have the program— dining room, activity room, living room/reception area, courtyard, etc. • Decide what you will do for the candle lighting part of the program. • Assign/ask for volunteers to be responsible for each part of the program • Have the website set up • Prepare sample letter to the families
	July 1	<ul style="list-style-type: none"> • Announce the event in your Newsletter and on the bulletin board. • If you plan to ask families to donate supplies, provide a list of items. Have a sign up sheet so that you can monitor what will be provided and what you will need to provide. • Finalize sample letter to families • Send out “save the date” to families • Prepare November master calendar of events • Decide what type of entertainment • Make contacts for entertainment • Decide what type of speakers you want • Make contacts for speakers
	August 1	<ul style="list-style-type: none"> • Remind families of the event- Newsletter/bulletin board • Decide what type refreshments you want to serve • Confirm entertainment and dates • Confirm speakers and dates

Candlelight Tribute November 2008

Finished ✓	Suggested Date for Completion	Task
	September 1	<ul style="list-style-type: none"> • Remind families of the event— Newsletter/bulletin board • Purchase candleholders and candles • Prepare candleholders (candles inside) • Make candle lighters if not using butane lighters • Purchase butane lighter if needed • Purchase purple ribbon • Purchase straight pins • Make ribbon loops • Purchase 3x5 cards • Purchase 2-3 markers/pens
	October 1	<ul style="list-style-type: none"> • Remind families of the event— Newsletter/bulletin board • Assemble all items (except flowers) needed for the candle lighting • Identify anything that is missing—make arrangements to gather these • Assign/ask for volunteer to be responsible for setting display on the day of the event. You may need this person to be able to stay with the display if residents have access to program area
	October 15	<ul style="list-style-type: none"> • Final check of items needed—gather and/or note where these items are located
	November 1	<ul style="list-style-type: none"> • Remind families of the event— Newsletter/bulletin board • Depending on date and whether you are using flowers, order the flowers
	Day before Event	<ul style="list-style-type: none"> • Gather all items needed for the display • Pick up flowers—if using flowers • Purchase refreshments – coffee, punch, cake etc.
	Day of Event	<ul style="list-style-type: none"> • About 1-1 ½ hours before guests are scheduled to arrive...set up the display table, set out the ribbons, 3x5 cards, etc. • Someone will greet guests and tell them what they are to do—sign in, make a name tag, light candle, have refreshments, etc.