



## Advice to Organisers/Distributors

### AUGUST

- Letter sent to all distributors along with details of their distribution list.

### SEPTEMBER/OCTOBER

- Parcels of **materials** (including **ordered calendars, Bookmarks and Notelets**) sent to individual organisers and distributors (please pass materials on ASAP and before the end of Nov.) **Check your materials** and request any extra items.
- **News Sheet** sent to all organisers with a copy of the **2017 Order of Service** and details of your order(s).

### NOVEMBER ONWARDS

- **Plan** your services – it's never too early! Find items for a display, check the venue and organist/pianist or make sure you have the music CD.

### JANUARY

- **CDs** sent out (extra copies and calendars are available on request.)
- **January News Sheet** sent out with **Gift Aid** declaration forms to be handed out at the service; a **Giro slip** to pay in offerings; a **Report form** and an **Order form** for 2018; fliers from the Scottish Bible Society and Feed the Minds; press release; order forms for badges and necklaces.

### FEBRUARY

- **Confirm** those taking part and have a **rehearsal**.
- **Advertise** your services locally and contact Barbara Leppard to include the details of your services (town, church, times) on the WDP website.

### MARCH

- **ENJOY** your services.
- As soon as possible after the services **pay in the offerings** (using the **Giro slip** or by **cheque** (payable to World Day of Prayer Scottish Committee) with organisers number on the back.
- *as a registered charity it is a legal requirement to send all offerings to WDP (reasonable, necessary expenses may be deducted as long as details are sent to the Scottish Treasurer)* and send in the completed **Gift Aid forms**.

### BY 31<sup>st</sup> MAY

- Send in **2018 ORDER FORM** (*order everything you need as sending extra items by post is expensive.*)
- **Payment** for CDs, bookmarks, calendars, notelets, should be sent in advance with orders or with the offering, (please send details to the Treasurer.)

**Thank you for all the time and effort you give to World Day of Prayer.**