

# Planning for a Letter of Invitation

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<p>Review Letter-Writing Guidelines</p>	<p>Draft your Letter.</p> <ul style="list-style-type: none"> <li>• See the guidelines in the Program Guide (pp. 44–45).</li> <li>• See samples of excellent letters online</li> </ul>
<p>Narrative budget</p>	<p>Prepare a one-page narrative budget (pp.37–38).</p>
<p>Delivery Date: _____</p>	<p>Immediately following Sunday 1 and going no later than the Saturday before Sunday 4.</p>
<p>Deliver or mail the Asking Every Person Package</p> <p><input type="checkbox"/> Narrative budget</p> <p><input type="checkbox"/> “Why I give” stories</p> <p><input type="checkbox"/> Proportional Giving Chart or Step Chart</p> <p><input type="checkbox"/> Intention card and self-addressed envelope</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>Envelope or folder for each person/family</p> <p>= _____ packages</p>
<p>Follow-up</p>	<ul style="list-style-type: none"> <li>• Ensure all intention cards are returned, regardless of response.</li> <li>• Between Sunday 4 and Sunday 5, follow up with those who have not yet responded or returned their intention card. The goal is to have everyone return their card, regardless of whether they give a gift.</li> </ul>