

## Office Stewardship Appeal Planning Grid

**Date of this version:**

Date	Gift Tables & Ask levels	Brochure	<i>Statement of Intent</i> Card & envelope	Letters	Bulletin Inserts & Web Site	Temple Talks	Focus Groups
							Prepare and carry out Focus Groups
	GIFT TABLES Completed and ready for use in bulletin inserts, brochure and letters	Text done and sent to graphic designer	Text done and sent to graphic designer				
				Letter #1 mailed			
	Ask Amounts determined	Graphic design done and sent to printer	Graphic design done and sent to printer	Gift Asking amount prepared			
					Bulletin Insert #1 in bulletins Cause #1	Temple Talk #1 given by _____ Cause #1	
					Bulletin Insert #2 in bulletins Cause #2	Temple Talk #2 given by _____ Cause #2	
		Brochures printed and in hand	<i>Intent</i> Cards printed and in hand				
					Bulletin Insert #3 in bulletins Cause #3	Temple Talk #3 given by _____ Cause #3	
		Mailed with Letter #2. Include <i>Statement of Intent</i>	Mailed with Letter #2. Include <i>Statement of Intent</i>	Letter #2 mailed. Enclose brochure and <i>Statement of Intent</i>			
		Handed out at Worship Services	Handed out at Worship Services		Sermon	Stewardship Offering gathered and directed by _____	
			Tally Responses and Plan follow up effort				