|  |  |  |  |
| --- | --- | --- | --- |
| EARLY | **Mid-Jan** |  |  |
|  |  | Discuss possible routes for your march and select a final route |
|  |  | Send address for your starting point to betty@interfaithmarch.com |
|  |  | Read through “Assembly Guidelines” and direct questions to “betty” *(see above)* |
|  |  | Discuss potential partners and co-sponsors |
|  |  | Begin outreach to potential partners and co-sponsors |
|  | | |
| INTERMEDIATE | **February** |  |  |
|  |  | Establish spreadsheet with list of partners and contact info |
|  |  | Create flyer with local march information |
|  |  | Select a treasurer to process donations and cut checks |
|  |  | Begin process of applying for permits / police escorts |
| **March** |  |  |
|  |  | **DEADLINE**: March 1 for Applications for Financial Assistance |
|  |  | By March 15: All applications to cities and Police Departments completed |
|  |  | Begin rehearsals if music / choir program is planned |
|  |  | Create a small website to share lyrics if needed |
|  |  | Consistently update flyer with growing list of co-sponsors |
|  |  |  |
| FINAL | **April** |  |  |
|  |  | Begin push for signs to be carried at march |
|  |  | Create script for opening |
|  |  | Check in with law enforcement |
|  |  | Conference call with speakers to coordinate |
|  |  | Make sure you’ve got a good megaphone and |
|  |  | Create something to identify marshals |
|  |  | Final push for signs! |
|  |  | Tell people where to park |
|  |  | Make sure people know that the time to begin gathering is 30 minutes before the start time (Start time is 4:30 ET, 3:30 CT, 2:30 MT and 1:30 PT) |
|  |  |  |