

Pancake Party Countdown Planner

We're with you every step of the way! Simply tick off each of the tasks below

1 MONTH BEFORE

- Decide on a venue (based on the neighbourhood you want to reach)
- Decide on a date and time for the party - Pancake Day is preferable!
- Design invitations - include date/time, address and contact number
- Assign jobs:
 - invitation team leader
 - pancake chef
 - quiz/games master
 - speaker
 - helpers to prepare fillings and lay the table
 - welcome team
- Choose a date on which you'll go out and invite people

1 WEEK BEFORE

- Invite neighbours on the date you have arranged
- Download the **Catering Essentials Checklist** and gather all the equipment and ingredients necessary
- Brainstorm any special fillings you want, beyond the basics
- Pray for the event
- Prepare the talk
- Prepare a quiz or pancake-themed games
- Cook pancakes, if you'll be freezing them
- Make sure there are enough seating options at your chosen venue

1 DAY BEFORE

- Think about which neighbours you could remind to come
- Prepare pancake batter if making fresh pancakes
- Defrost frozen pancakes by moving them to the fridge overnight
- Decorate the venue with balloons or bunting

1 HOUR BEFORE

- Arrive early so that you can welcome guests
 - Knock on the neighbours' doors to remind them about the party
 - Prepare fillings and lay out on a table with drinks and other snacks
 - Pray for the event again!
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1 DAY AFTER

- Pray for those who came and plan how you will follow up

1 WEEK AFTER

- Visit the neighbours you have planned to follow up

1 MONTH AFTER

- Review the event; thank God for the contacts you have made and continue to pray for them!