

## Planning Timeline Check List

Use as a guide to create an action plan for implementing your events for  
Our Faith Lights the Way! HIV Testing Campaign (OFLTW)

Area	Action	Person Responsible	Date Due
<b>Initial Planning</b>	Register as an <i>Our Faith Lights the Way! HIV Testing Campaign</i> participant ( <a href="http://www.balmingilead.org">www.balmingilead.org</a> or Fax form to 804 644 2257)		
	Define level of involvement in HIV testing (Use the readiness survey as a guide)		
	Define goal(s). What will you try to accomplish? Who will you target? Project anticipated number of participants		
	Select event dates		
	Define human resources and physical resources needed (space, literature, etc.)		
	Create a budget		
	Draft list of current resources (human, financial, physical)		
	Identify volunteers (use confidentiality form)		
	Train volunteers (HIV knowledge, professional attitude, compassionate leadership, mutual respect, and confidentiality)		
	Identify prayer partners and assign prayer requests and tasks		
<b>Secure Partners</b>	Research potential partners (local health department, community based organizations, other churches, civic organization, etc.)		
	Identify and list testing sites (name, address, phone, hours of operations)		
	Identify literature and resources		
	Identify community resources (AIDS service organizations, department of health, community-based organizations, faith-based organizations)		
	Develop a short referral list (domestic violence, drug treatment, shelters, youth services)		
	Identify 3 sites (preferable free)		
	Contact potential partners (use the pitch letter/script)		
	Use reputable testing agencies with positive standing in the community, and similar philosophies to your faith institution		
	Collaborate with local business (provide give-aways, volunteers, etc.)		
	Obtain the support of key local leader (pastor, politician, performer, etc)		
<b>Secure Site</b>	Provide testimonies from people living with HIV		
	Obtain sponsorship/Raise funds/resources		
	Identify site ( <b>dedicated</b> for HIV testing on the dates and times)		
	Call or ask permission for site use		
	Define space set up		
	Book site with administrative office		

		Secure HIV testing mobile unit (where applicable)	
		Identify equipment needs	
		Have HIV testing agency conduct site visit	
		Create atmosphere of confidentiality	
		Design plan to monitor waiting areas	
		Identify potential for playing HIV education tapes or providing literature	
		Create a supportive atmosphere	
<b>Outreach</b>		Define target group	
		Use "How to Publicize Your Testing Event"	
		Identify key contact person (pastor and Health/HIV ministry coordinator)	
		Develop calendar listing	
		Create mailing list	
		Post flyers and posters	
		Identify an email listserv in your area	
		Create an easy to detach or read electronic flyer for email or internet download	
		Translate flyers, where applicable	
<b>Publicity</b>		Customize news release template	
		Use "How to Publicize Your Testing Event"	
		Notify church family of event and inform on the need to respect space and privacy	
<b>Logistics</b>		Identify any travel needs of staff and volunteers	
		Create flow of "traffic" for people coming to receive HIV test	
		Create directions for site to distribute	
		Provide the contact person with directs to site, event information	
		Create signs directing "traffic" and complete a walk through	
		Notify area officials of potential changes in community traffic patterns	
<b>Refreshments</b>		Create menu of a wholesome meal/snack inclusive of foods for vegetarians	
		Identify caterer, food servers	
		Identify area for food service	
		Develop budget	
		Identify cleaning committee	
<b>Administrative</b>		Identify subcommittees/working groups	
		Create sponsorship amounts/levels	
		List items to be underwritten and possible sources	
		Check proposed date for potential conflicts, finalize date in writing	
		Document all of your efforts (contacts; feedback from volunteers, partners, target group; total attendees; people tested; people testing HIV positive, where applicable, and referred to care, etc.)	
		Report efforts and successes to The Balm In Gilead using the report form and follow-up survey	