

Preparing for a Come and See **Helpful Hints**

- Create a timeline for each task.
- Set an Agenda for the event.
- Use name tags for all. Name tags are a great way to remember names, both theirs and yours.
- Sign in Sheets – email and phone number.
- Prayer requests – have papers and pens on tables.
- Food & drink – keep it simple.
- Gift bags – for promotional materials if table envelopes not used (chocolate inside?): if you have gift bags for them explain that they can pick them up before they leave. If they look at them during the event, then it will distract your guests from what you are presenting.
- How to use Adoration Cards: Take them to Adoration, pray over them to hand out. They are part of your promotional materials packet.
- Table Envelopes – [instructions link](#) If you use Table Envelopes, explain the details. Your R4ST can explain these. *Note: Table Envelopes are used at each place setting at your Meals.*
- Use Hostesses and Greeters, if possible.
- Ask for volunteers by asking them to fill out a showing the Volunteer Card
- Some parish groups may be worried about another ministry taking away from their membership. Remind them that Magnificat compliments other ministries; we are not in competition with them.

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- Make sure you have someone taking pictures for the Chapter's historical record.
- Contact Sr. Briege McKenna's organization for **Prayer for Priest Pamphlet** – complementary, for our 5th objective – “imitate Mary through spiritual adoption of priests and seminarians”. You can order “Pray for Priest” pamphlet (see picture below). Contact info: info@sisterbriege.com
<http://www.sisterbriege.com/index.htm>
Note: This may take 4+ weeks to receive.
- You can order complementary copies of the Magnificat Missalette to hand out at your event. You will need to order them about 10 weeks before your event. Refer to your Formation Account for link or <https://us.magnificat.net/promote/>
Note: This may take 8 weeks to receive.