

Event Planning Q&A

Q: How do I get started?

A: Hosting an event is an excellent opportunity to celebrate and honor the contributions of sisters and to inspire others to do the same. Additionally, you can help build awareness of National Catholic Sisters Week (NCSW) by publishing an article in your church bulletin or newsletter, engaging with NCSW on social media or honoring sisters through prayer. For more information on event ideas and toolkit resources, visit the [“Get Involved”](#) webpage.

Q: What types of events should I consider hosting during NCSW (March 8 – 14)?

A: Consider an event that is unique and special to your community – an ice cream social, inviting a sister into a school classroom, organizing a volunteer day activity with parishioners and sisters, or organizing a photo display of sisters in your community to show in the church foyer or school entryway. To help ignite the planning process, use this list of event ideas.

Q: What if I can’t host event, but still want to get involved and support NCSW?

A: There are a number of ways you can participate in NCSW. Here’s how:

Bulletin and Service:

- Incorporate prayers and intercessions into your service. Download prayers and intercessions.
- Print a NCSW ad to appear in the Sunday March 6 and March 13 bulletins*
- Hang a NCSW poster in a community gathering space

Social Media:

- Starting on March 7, change your Facebook profile picture and/or your cover photo to the NCSW logo included in the toolkit
- Encourage your Facebook followers to “like” the [NCSW Facebook page](#)
- Share or “like” content on the [NCSW Facebook page](#)
- Share fun facts, news stories and compelling mentions about the impact of Catholic sisters in your church community via your social media channels or website. Be sure to link posts to the [NCSW Facebook page](#)
- Engage and share content on NCSW channels including: [Twitter](#), [YouTube](#) and [Flickr](#). [Be sure to join the conversation by utilizing NCSW daily hashtags, which can be found here](#)
- Produce a Sister [“shout out”](#)

Q: Once I’ve determined the type of event to host, what’s next?

A: Once you have determined the type of event, use the NCSW event checklist as a planning resource. Then, post your event details on our national NCSW [calendar of events](#).

Q: Are there examples of previous events that I could use to jumpstart my planning process?

A: Yes, check out the [entire list of national events](#).

Q: What NCSW resources are available to help promote my event?

A: Available to you on the NCSW website (www.nationalcatholicsistersweek.org) is a [resource toolkit](#) with event ideas, posters, logos, template bulletin/newsletter copy, prayers and intercessions, and other useful information. We hope these resources make it easy and turnkey for you to promote your own event in conjunction with NCSW.

Q: If I have any additional questions regarding hosting an event, who should I contact?

A: Please contact National Catholic Sisters Week at contact@nationalcatholicsistersweek.org or 651-690-6925.