

JANUARY FOCUS - LEGISLATORS

Legislator Action for January:

1. Host a Keep Faith In America / Religious Liberty Day EVENT/PRESS CONFERENCE on January 16th at State Capitol. (SEE BELOW)
2. Pass a Keep Faith In America / Religious Liberty Day Resolution (template provided)
3. Sign a Keep Faith In America / Religious Liberty Day Proclamation by Governor (template provided)

Additional Actions:

- Host Keep Faith In America Teleconference Call(s) with Pastors and Faith leaders (Coordinate through State Director)
- Integrate Keep Faith In America talking points into presentations to faith community beginning in January and throughout the Spring (Talking points provided)

JANUARY 16 Keep Faith In America Events Nationwide and on Facebook Live

Nationwide gathering of federal and state elected leaders joining together at capitols in a concert of events/press conferences advancing a united message around faith, freedom, civility, and prayer. The events will be held throughout the day, and taking on a variety of forms based on the locality.

Ideally each event/press conference will include:

- Location at the capitol
- 15-45 minute event
- Bi-partisan, ethnically diverse group of legislators who will stand together around the uniting message of civility, faith, religious freedom, and prayer.
- Invited guests (as many as can be assembled)
- Press coverage
- Participation in the nationwide Facebook Live event that will connect all capitol events and broadcast to millions of viewers at facebook/Keep Faith In America.
- **If you PRE-TAPE your event follow the instructions at the end of page 3.**

Event Checklist:

- **Program/Speakers**
 - Reserve event venue and event logistics
 - Identify and invite legislators to present at event
 - Identify and invite legislators to attend event
 - Adapt and finalize agenda (template provided)
- **Invitation Process**
 - Invite guests to attend event (faith leaders, prayer networks, pastors, constituents)
 - Circulate flyers and promotional material (handouts, bulletin inserts, email invitations, social media posts provided)
- **Media/Promotion**
 - Facebook Live will broadcast events (U.S. Capitol and state capitols) in a single broadcast reaching millions with the message (Coordinated by CPCF)
 - Promote the Capitol event and Facebook Live event for people who cannot attend
 - Send Press Releases to local media (provided)

STATE DIRECTORS CHECKLIST

The role of the State Director will be to work with the State Chairs and the CPCF to coordinate the LIFFT events/press conferences based on the legislators' desired level of engagement.

Event Coordination

- **PROGRAM/SPEAKERS**
 - Identify and invite legislators to present at event/press conference
 - Identify and invite legislators to attend event/press conference
 - Adapt and finalize agenda (template provided)
 - Send Speakers final agenda, script, details, etc.
 - Send Reminder email/text
- **INVITATION PROCESS**
 - Invite guests to attend event/press conference (faith leaders, prayer networks, pastors, constituents)
 - Circulate flyers and promotional material (handouts, bulletin inserts, email invitations, social media posts provided)
- **LOGISTICS**
 - Reserve pre-event venue; breakfast, prayer time (if applicable)
 - Reserve event venue
 - Site visit to confirm space and layout
 - Secure permissions
 - Chair set up (if applicable)
 - Reserve Podium
 - Reserve Backdrop – curtain (if applicable)
 - Reserve Media box
 - Secure Photographer
 - Set up Text option (if applicable)
 - Confirm Security
 - TEST wi-fi, check on video streaming rules
- **FACEBOOK LIVE EVENT**
 - Facebook Live will broadcast the events/press conferences (U.S. Capitol and state capitols) in a single broadcast reaching millions with the message (Coordinated by CPCF) Time TBD.
 - Identify 1-3 people as Reporters who will tape the event on their phone (iPhone is preferable but Android will work)
 - Identify and invite celebrities to attend or submit video to be part of Facebook Live event – do not need to be on agenda or on the platform.
 - Reporters attend two short phone training mid December and early January

- **MEDIA/PROMOTION**

- Promote capitol and Facebook live events on State Prayer Caucus Facebook pages
- Promote capitol and Facebook live events through all network channels
- CPCF add to State Prayer Caucus landing page
- CPCF promote State Prayer Caucus events/press conferences on CPCF main pages
- Distribute Press Release to media (provided)
- Coordinate radio spots for legislators (if applicable)
- Coordinate TV spots for legislators (if applicable)

- **VOLUNTEERS**

- Identify volunteers: Greeters, video, security, prayer team, capture live event, etc.
- Correspondence to volunteers
- Training call with volunteers
- Email reminder to volunteers

- **PRINTING (as needed)**

- Print Flyer
- Print Pledge
- Print bulletin inserts to give to churches

IF you hold your event PRIOR to January 16th and PRE-TAPE your event for the Facebook Live Event follow these instructions:

- 1) To submit a video you would tape yourself using any taping device including your phone. It doesn't have to be fancy, just heartfelt. **Hold phone horizontally when taping.**
 - a. Begin by stating your name and the following release statement: "I give permission for this video to be used for the Keep Faith in America movement."
 - b. Talking points may include:
 - i. role of people of faith in America
 - ii. praying for our nation and our leaders
 - iii. link between faith and civility
 - iv. link between faith and freedom
 - v. how your faith impacts your public life
 - c. Send the video footage via Dropbox to Congressional Prayer Caucus Foundation to be inserted into the Facebook Live event
 - i. [Click Here To Send Us Your Video](#)
 - ii. In the browser window that loads, click **Choose from computer** or **Choose from Dropbox** to upload a file. Alternatively, you can drag and drop the file(s) you'd like to upload directly into your browser window.
 - iii. If you have more files to upload, click **+Add another file**.
 - iv. Once you have all the files you want to upload, you may be prompted to enter your first name, last name, and email address so that the file collector can identify your files.
 - v. A green check mark means that you've successfully uploaded your files to the file request.