**Welcoming Week in Southwest Minnesota Month-by-Month**

**January:** Start dreaming about what Welcoming Week could look like in your community this year.

**February:** Southwest Initiative Foundation staff will reach out to local coordinators with dates for this year’s Welcoming Week and see if you’re planning to host a celebration this year.

**March:** Get in touch with your local Welcoming Week committee members to meet and start brainstorming ideas for September. Reach out to new folks who may be interested in helping.

**April:** Choose a date and location for your local event and start looking for sponsors.

**May:** Work on booking entertainers, artists and other key pieces of your event. Calendars fill quickly! Join SWIF for a virtual connection with southwest Minnesota local coordinators to hear about funding and support from SWIF, share ideas get and a boost of Welcoming Week spirit.

**June:** [Let us know your event details and sign up for free volunteer T-shirts](https://forms.gle/A7XfumENDRzCCRSW9), courtesy of SWIF and our southwest Minnesota partners. Keep working on details, assign contact people to follow up on community programs that will lead or partner on your activities.

**July:** Contact your mayor to request a Welcoming Week Proclamation.- Assign roles for your communications plan.

**August:** Based on the activities planned, recruit volunteers to help your event run smoothly. It’s helpful to provide a brief job description and time commitment for each volunteer role so they’ll know what’s expected on the day of the event. Start your turnout plan to publicize your event and invite community members.

**September:** Meet on site where event will happen to map out activities. Keep inviting community members and finish your turnout plan. Then **it’s time to celebrate!**

**October:** Host a wrap-up meeting to reflect on the event, make notes for next year and share some high fives – you did it! Decide on next year’s local coordinator.

**November/December:** Keep building belonging after Welcoming Week is over. Consider whether there are opportunities to bring participants back together in the coming weeks or months, or if there are other ways you and your Welcoming Week partners can collaborate throughout the year.