

Setting Up a 24/7 Reminder System

Reminder-Sending Schedule, Text Message & Email Templates

Setting up a good reminder system is crucial to the success of 24-Hour Prayer. We need a way of reminding people of the prayer commitments *they have signed up for*, so their good intentions are followed through with action! Most people tend to forget their prayer commitments due to the busyness of life, unless they are reminded close to the time of their appointments.

Sending a personal text-message reminder **the day before in the afternoon**, seems to work best for the most consistent turnout! Be sure to ask them to reply to **CONFIRM**. If you don't hear back from them, *send a follow-up text* to see if they can still make it. If you still don't hear back, plan on finding someone else to cover that hour or to have someone from your core team cover it!

It's important to diligently send out text reminders for every prayer spot that has been signed up for, if you want to have consistent turnout!

Once they respond, be sure to mark down their confirmation on your Master Coordination Sheet (download free on the resource website), so you can clearly see who has responded and who hasn't.

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HELPFUL MODEL

Reminder-Sending Schedule

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<u>WHEN TO REMIND</u>	<u>FOR</u>	<u>WHICH PRAYER TIMES</u>
Sun (3pm-6pm)	→	Mon 4am to Tues 4am
Mon (3pm-6pm)	→	Tues 4am to Wed 4am
Tues (3pm-6pm)	→	Wed 4am to Thurs 4am
Wed (3pm-6pm)	→	Thurs 4am to Fri 4am
Thurs (3pm-6pm)	→	Fri 4am to Sat 4am
Fri (3pm-6pm)	→	Sat 4am to Sun 4am
Sat (3pm-6pm)	→	Sun 4am to Mon 4am

TEXT MESSAGE - TEMPLATES

1. Initial Ask – *Inviting People to Sign Up for a Prayer Time*

Hey (first name), I wanted to let you know: we're launching (#) Days of UNITED 24-Hour Prayer at (your college), starting this (Thursday) and going until (Saturday)! I wanted to see if there might be any prayer times you would be interested in signing up for? :)

2. Specific Time-Range Ask – *Giving 3 Open Options to See if Available*

Hey (first name), as we're looking over the prayer schedule, we have a few open times remaining this week! By any chance, would you possibly be interested in a 5-7pm tomorrow evening, anytime between 4-8am on Saturday, or anytime between 7pm-12mid on Sunday?

3. Welcome & 1st Reminder Text

Hey (first name), thank you for signing up to be part of the (#) Days of 24-Hour Prayer at (your college) – we appreciate your heart and willingness to pray! This is a reminder about your first (8-9am / pm) prayer time tomorrow @ the Tent (located at ____)! Please text back to confirm :)

4. Weekly Reminder Text

Hey (first name), this is a friendly reminder about your (6am-7am / pm) prayer time tomorrow (morning / afternoon / evening) @ the Prayer Tent (located at ____)! Please text back to confirm :)

EMAIL MESSAGE - TEMPLATE

Hey (first name),

Thank you for signing up for the (#) Days of 24-Hour Prayer at (Location) - we appreciate your heart for Jesus and to pray for our campus in this season! We wanted to pass on some important information, related to your prayer time:

Location:

The Prayer Tent - located near (building/dorm name; add address if applicable)

Safety Phone Numbers

Please input these numbers into your cell phone, in a place easy to access (example: "A - 24-Hr Prayer Help line", "A - Campus Police" - would be first contacts to appear in your address book):

- 24-Hour Prayer Help Line: 408 000-0000 - (for any concerns during your prayer time, text or call this number)
- Campus Police: 408 001-0001
- Campus Safety Escort: 408 002-0002 - (effective 7pm - 1:30am - make sure the Campus logo is on the escort vehicle)

Vision/Training

Attached is a document that shares the vision for 24-Hour Prayer and how to facilitate the moving of the Holy Spirit in a person's life. Information is also included that will help address any unexpected situations that may occur while in the Prayer Tent. We encourage everyone to check out this document prior to their first prayer time!

Food / Drink:

Please do not leave any food or drink in the Prayer Tent. We appreciate your help in keeping the prayer space clean and usable for others.

Other

If you have any other questions, feel free to ask! To sign up for additional prayer times, click here ([link website](#))

Thanks,
24-Hour Prayer Team

(Be sure to attach a [Vision / Training / Safety document](#) to the email.
You can download this template on the website and modify for your specific needs!)