

Christian Congregation of Jehovah's Witnesses



2821 Route 22, Patterson, NY 12563-2237 Phone: (845) 306-1100

November 3, 2015

TO ALL BODIES OF ELDERS

Re: 2016 Convention Invitations

Dear Brothers:

We are pleased to inform you that there will be a concerted global effort to advertise the 2016 conventions. In this connection, publishers will again have opportunity to distribute a special invitation in the territory. This campaign will begin three weeks before your assigned convention. You are encouraged to review the following information in an effort to plan for this campaign.

Requesting Convention Invitations:

- **Immediately**, the Congregation Service Committee should determine how many invitations are needed for the congregation, keeping in mind that the invitations will be distributed both in the house-to-house ministry and in public witnessing within the congregation's assigned territory. It should be considered whether the quantity used in previous campaigns was sufficient.
- **Each congregation** should enter its request using jw.org. All requests should be submitted **by December 14**. PLEASE NOTE: If a request is not received from your congregation by the due date, a ratio of 30 invitations per publisher and 120 per pioneer will be sent to your congregation. Since this ratio *may not* meet the specific needs of your congregation, it is preferred that **each congregation** submit a request **by December 14**. Requests should not be submitted through the ship-to congregation, the language-coordinating congregation, or any other congregation.
- **Use item number 75816 for requesting invitations in the languages listed below**. Use item number **7486** for requesting specialized invitations with unique artwork highlighting that the convention will be presented in sign language.
- A supply of invitations may be requested in a given language if your congregation is hosting a group that will attend a convention or convention sessions in that language.

Available Languages: Invitations will be available in English, Spanish, Albanian, Arabic, Armenian, Chinese Mandarin (Simplified), Chinese Mandarin (Traditional), Chuukese, Dutch, French, Greek, Haitian Creole, Hindi, Hmong (White), Iloko, Indonesian, Italian, Japanese, Korean, Marshallese, Navajo, Papiamento (Aruba), Papiamento (Curacao), Persian, Polish, Portuguese, Punjabi, Romanian, Russian, Samoan, Swahili, Tagalog, Twi, and Vietnamese.

Braille: A convention invitation in Braille will be automatically sent to individuals who regularly receive Braille items from the branch office. Additional copies are available upon request.

Check-In of Invitations: Quantities for all congregations in the Kingdom Hall Literature Group will be combined and sent to the ship-to congregation in cartons marked “CO-inv16.” The carton label(s) will indicate the quantity designated for each congregation. The service overseer of the ship-to congregation should ensure that the following steps are taken upon receipt:

- Open the cartons and confirm that the correct items were shipped.
- Immediately distribute invitations to each congregation in the literature group.

Labeling Invitations: The service overseer and territory servant will be responsible to ensure that the location, dates, and program times are added to the invitation. Some congregations may choose to affix preprinted self-adhesive labels for this purpose. Other appropriate methods may also be used to insert such information. You may wish to list the location, dates, and program times following the pattern shown below. Please note that the times shown below are only samples. You should confirm the actual starting and concluding times using the program that will be posted in the public area of jw.org.

Assembly Hall of Jehovah’s Witnesses 23 Unity Place Newburgh, NY 12550	
Friday, July 1, 2016	9:20 a.m. to 4:55 p.m.
Saturday, July 2, 2016	9:20 a.m. to 4:50 p.m.
Sunday, July 3, 2016	9:20 a.m. to 3:40 p.m.

Distribution to Publishers: Each congregation should set out a supply of labeled invitations. Publishers and pioneers should be encouraged to take only the amount that they need for one week in their personal ministry. During the campaign, the congregation should be reminded to take only a week’s supply. It is hoped that this will help with an even distribution of the invitations in the congregations.

Territory Coverage: It is better to give the householder an invitation personally. However, publishers will be allowed to leave the invitations where no one is at home if the elders deem this to be practical. You may feel that it will not be possible for your congregation to cover all of its assigned territory in the time allowed. The elders may therefore decide to give priority to working the most productive territory. A nearby congregation may also offer to assist you with territory coverage. The objective is to do as much as possible within the designated time period. After the campaign is completed, publishers are to begin using the regular literature offer for the month. If your congregation works all of its territory or places its entire supply of invitations before the campaign is completed, you may begin using the regular literature offer for the month.

The Congregation Service Committee should meet and review these instructions. We are pleased to share this advance information with you, and we pray Jehovah’s rich blessing upon this special campaign.

Your brothers,

*Christian Congregation
of Jehovah’s Witnesses*