

VBS

VBS Start Date:

To Do	Deadline	Date Completed	# days in advance of VBS
Phase 1: 3-6 Months Out			
Order leader kits, leader guides, music CDs, activity books			125
Schedule meetings (Rotation Leaders 3 months out, Lead Teachers 1 month out, All volunteers - week prior)			110
Create and publish registration form			95
Recruit rotation leaders - crafts, rec, worship			95
Phase 2: 2 Months Out			
Provide details to rotation leaders to start collecting supplies for crafts, rec, worship			71
Finalize VBS daily schedule for rotations			71
Create volunteer spreadsheet; rotation leaders start recruiting volunteers / recruit teachers			71
Start to advertise in email blitz, worship guide, etc. (weekly)			65
Create invitation cards and start to distribute			65
Order t-shirts for volunteers and kids (continue to monitor supply v. registration)			65
Make arrangements with missions partner			51
Plan for teams, points, daily reward buttons (to get called up during rally) - family night finale/prize			51
Phase 3: 1 Month Out			
Create/print decision cards; plan for collection and follow up			35
Daily lessons to pastor/devotion leader for worship rallies			35
Promo cards to local schools/organizations			35
Create supply lists for classrooms/teachers			31
Create name tags for volunteers (with daily schedule in back)			29
Lunch for all-volunteers meeting			29
Phase 4: Less Than 1 Month Out			
Prepare daily snacks for kids			21
Decorations & set design for worship rallies - Assign decorations leader/committee			21
Games for drop off			21
Create signs for lining up by class each day and seating in worship rallies			21
Plan for family night food			21
Snacks/coffee for volunteers			21
Carpool directional signs for parking lot			21
Prize box for rallies			21
Print waivers and plan for parents to sign on/before Day 1			21
Gather/order supplies for classrooms/teachers and provide needed copies			11

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Phase 5: Week Prior			
Load videos/slides/music for worship rallys			4
Create carpool numbers by family			4
Create family bags with t-shirt, name tag, music CD, carpool #s			4
Monitor registration and assign children to classes (ongoing)			4
Print reference materials and class lists for teachers			4
Create name tags for kids			4
Background checks for all volunteers (ongoing)			4
Create promo stickers for family night			4
Update signs on playgrounds (closed for special event)			4
Set up tables for check in and parent/child supply pick up (t-shirt, name tag, music CD, carpool #s)			2
Prepare daily email and/or take-home sheets for parents			1
Phase 6: Post VBS			
Gather and return supplies (post VBS)			After (15 days)
Follow up with families (post VBS)			After (1 day)
Volunteers survey (post VBS)			After (1 day)