

## **3 MONTHS IN ADVANCE**

- Book your off-site venue (if applicable).
- Book your outside speaker (if applicable).
- Determine your dates, cost, and deadlines.
- Determine your theme and basic graphics.
- Communicate the date to staff and volunteers.
- Design and test your online registration form.
- OPTIONAL: Recruit a volunteer or team of volunteers to help you plan or execute the event.

## **2 MONTHS IN ADVANCE**

- Open online registration to teenagers.
- Create and print any marketing material you plan to use.
- Add the event to your monthly parent email.
- Design any swag or custom prizes you'll need.
- Plan your event schedule.
- Develop your teaching content.
- Recruit all volunteers needed.
- Determine and communicate your set-up and tear-down needs for the event.
- Determine and communicate your technical and production needs for the event.
- Book your transportation (if applicable).

## **6 WEEKS IN ADVANCE**

- Display or mail any printed marketing material.
- Draft your set list, activities, hosting bits, playlists, meals, and details.
- Make a to-do list (and assign responsibilities) for whatever still needs to be completed.
- Assign specific roles to every volunteer.
- Coordinate announcements for your church emails, bulletin, newsletter, announcements, etc.
- Create announcement slides for your program.
- Begin weekly announcements at your program.
- Choose your food, decor, and activities.

## **4 WEEKS IN ADVANCE**

- Run background checks for volunteers as needed.
- Email your volunteers and set up a time to hold a volunteer meeting.
- Buy all non-perishable supplies.
- Finalize your schedule, teaching, meals, and activities for the event.
- Review your arrangements with your venues, transportation company, and any others.
- Order event t-shirts for your students.
- Add another announcement to your monthly parent e-mail.
- Creatively promote the event to students.

## **2 WEEKS IN ADVANCE**

- Send the event schedule and instructions to volunteers.
- Order any supplies you still need.
- Finalize your list of volunteers.
- Make a list of any housekeeping rules to announce at the beginning of the event.
- Continue giving weekly announcements at your program.

## **1 WEEK IN ADVANCE**

- Confirm your arrangements with your venue, transportation company, and any others.
- Organize your event t-shirts and registration documents.
- Shop locally for any food, supplies, or prizes you still need.
- Make a fun playlist.
- Double-check all game supplies.
- Review all event logistics.
- Make one final verbal announcement promoting the event at your weekly programming.
- Close online registration.
- Double-check waivers and registrations to ensure no important information is missing.
- Reach out to anyone whose registration or waiver is missing mandatory information.

## **1 DAY IN ADVANCE**

- Print all remaining printed materials.
- Set up your meeting spaces, dining area, a volunteer lounge, and all necessary games or activities.

## ***AFTER THE EVENT***

- Post a recap video and images on social media and encourage teenagers to tag themselves or their friends.
- Follow up with new teenagers who attended.

Send thank-you cards to volunteers who served at the event, especially your first-time volunteers.