

Planning Calendar

4 Months Before Program

2 Months Before Program

DIRECTOR



1. Meet with planning committee.
2. Pray for program, children, and leaders.
3. Select program-related dates.
4. Brainstorm ideas with co-leaders (*see below*).
5. Assign leadership roles.
6. Assign nursery leadership (*if applicable*).
7. Plan Opening and Closing Assemblies (*see pg. 33-46*).
8. Determine Closing Celebration time.
9. Assign clean-up leadership.
10. Outline use of space.
11. Set budget.
12. Set schedule.
13. Estimate number of children in program.

1. Pray for program, children, and leaders.
2. Continue regular committee meetings for co-leaders to update group on progress, concerns, and questions.
3. Estimate number of children in program and divide the elementary group by 5 to set up groups that will rotate from site to site (*see pg. 10*).
4. Provide leadership training (*see pg. 25*).
5. Get updates from leaders in each area (*see below*).
6. Order Travel Trunks and any other additional products needed for each child in program.
7. Order *Compassion International*/banks for each child in program.
8. Begin publicity.
9. Send out program invitations.
10. Get budget update from co-leaders.
11. Re-evaluate space needs.
12. Order *Jonah (the movie)* Whale Watching Party kits (*see pg. 78*).

SITE LEADER

1. Attend planning meeting.
2. Pray for program and children.
3. Evaluate program activities and begin choosing presentation style and schedule.

1. Pray for program and children.
2. Finalize daily schedule for each site. Include: a. Intro activities, b. Bible presentations, c. Listening to God activities, d. Crafts, e. Games, f. Snacks, g. Life Application activities.
3. Make Master Supply Lists. (*Keep budget in mind.*)
4. Determine how to gather supplies.
5. Begin supply collection.

SMALL GROUP LEADERS (First Mates)

1. Attend planning meeting.
2. Pray for program and children.
3. Decide on age groupings.

1. Pray for program and children.

TOTS LEADER

1. Attend planning meeting.
2. Pray for program and children.
3. Decide on program format.

1. Pray for program and children.
2. Decide on lesson schedule.
3. Choose activities.
4. Make Master Supply List.
5. Begin collecting supplies.

DECORATIONS/ SITE SET-UP

1. Brainstorm ideas.
2. Pray for program and children.
3. Decide who will coordinate (*site leader or special décor leader*).
4. Set guidelines and budget.

1. Pray for program and children.
2. Finalize decoration plans.
3. Place orders for decoration needs (*if any*).
4. Assign leadership.
5. Begin work on major décor (*if any—such as transparency art*).

MUSIC

1. Listen to music.
2. Pray for program and children.
3. Decide how to incorporate music: a. Opening and Closing Assemblies, b. Music time, c. Closing Celebration.

1. Pray for program and children.
2. Begin learning music.
3. Purchase additional CDs or tapes for leaders (*see product brochure in kit*).

PUBLICITY

1. Brainstorm ideas.
2. Pray for program and children.
3. Choose options listed in publicity section of Director's Guide.
4. Assign leadership.

1. Pray for program and children.
2. Make final publicity decisions.
3. Begin advertising program: a. Ads, b. Newsletters and church bulletin, c. Posters, d. Lawn banner, e. Skits and displays

REGISTRATION

1. Set pre-registration date.
2. Pray for program and children.
3. Estimate maximum number of participants (*if applicable*).
4. Set registration deadline (*if applicable*).
5. Determine registration process.

1. Pray for program and children.
2. Create registration form.
3. Hold pre-registration.

1 Month Before Program

1 Week Before Program

DIRECTOR



1. Pray for program, leaders, and children.
2. Get updates from leaders in each area.
3. Continue publicity:
 - a. Preview skit in church.
 - b. Display several projects and snack samples.
4. Update registration lists and begin forming small groups.
5. Plan Opening and Closing Assemblies.
6. Check on *Compassion International* bank order.
7. Assess budget.
8. Re-evaluate space needs.
9. Plan Closing Program (*see page 45*).

1. Pray for program, leaders, and children.
2. Get updates from leaders in each area. Offer support, and get them pumped up!
3. Update registration lists and small groups.
4. Refine Opening and Closing Assembly work. Check with MCs on props, and check with decorations for set-up.
5. Assess budget.
6. Re-evaluate space needs.
7. Create flyer regarding Closing Program for children to take home first day of program.
8. Create signs to communicate: a. Where to check in, b. New registrations, c. First aid area, d. Restrooms, e. Where to gather and be picked up, f. Closing Program information.

SITE LEADER

1. Pray for program and children.
2. Do an inventory of supplies collected. Make final list of supply needs.
3. Request final supply needs from congregation.
4. Update budget needs.
5. Make any crafts related to program. Use for publicity purposes and also for teaching display.
6. Review schedule to determine final times for activities.

1. Pray for program and children.
2. Put together a supply bin for each portion of session (1-4). Label.
3. Test object lessons, crafts, and any other activities so that you are well prepared.
4. Rehearse skits and Bible stories so that you don't have to read them to the children.
5. Be sure you have a Bible for each child.
6. Review schedule so that you are comfortable and clear on what to do when.

SMALL GROUP LEADERS (First Mates)

1. Pray for program and children.
2. Obtain initial group lists from Director.
3. Put together leader journals (*see pg. 29*).
4. Create attendance chart for your group.

1. Pray for program and children.
2. Obtain updated group lists from Director.
3. Begin creating a journal page for each child in your group.
4. Fill in attendance chart.
5. Find out where you will meet kids at the start of each day.
6. Obtain a rotation schedule for the program.
7. Create nametags for your group.

TOTS LEADER

1. Pray for program and children.
2. Inventory supplies collected. Make final list of supply needs.
3. Request final supply needs from congregation.
4. Update budget needs.
5. Make any crafts related to program. Use for publicity purposes and also for teaching display.
6. Review schedule. Determine final times for activities.

1. Pray for program and children.
2. Put together a supply bin for each portion of session (1-4). Label.
3. Test object lessons, crafts, and other activities to be prepared.
4. Practice skits and Bible stories so that you don't have to read to the children.
5. Be sure you have a picture Bible to use during the program.
6. Review schedule so that you are comfortable and clear on what to do when.
7. Create an attendance chart for your group.
8. Create nametags for your group.

DECORATIONS/ SITE SET-UP

1. Pray for program and children.
2. Check on orders placed for décor needs.
3. Continue work on décor preparation.

1. Pray for program and children.
2. Begin site and Opening Assembly set-up.
3. Use site posters in the kit to identify each main site.
4. Identify the place where each of the five main groups of VeggieVoyagers should meet each day.

MUSIC

1. Pray for program and children.
2. Distribute music and sound effects to site leaders.
3. Copy lyrics on a transparency for ease in teaching words.

1. Pray for program and children.
2. Continue learning music.
3. Gather hand-held instruments (*if using*).

PUBLICITY

1. Pray for program and children.
2. Perform skit before, during, or after church service.
3. Run ad in newspaper.
4. Create bulletin board displays, show crafts, show samples of snacks.
5. Develop final bulletin and newsletter articles.
6. Hang up new posters.
7. Use promotional posters available in the kit.

1. Pray for program and children.
2. Do final publicity push: a. Final blurb in bulletin, b. Skit before, during, or after church service.

REGISTRATION

1. Pray for program and children.
2. Continue pre-registration.
3. Recruit registration leaders for first day of program.
4. Determine registration set-up.

1. Pray for program and children.
2. Complete pre-registration.
3. Touch base with registration leaders. Be sure they know when to arrive and what to do.

Planning Calendar

1 Day Before Program

DIRECTOR



1. Pray for the program, leaders, and children.
2. Offer final support to leaders. Do any last minute troubleshooting.
3. Do final update on registration lists and small groups.
4. Check in with site leaders, small group leaders, tots leaders, and Opening and Closing Assembly leaders.
5. Hang all necessary signs.
6. Check to see that each site is ready for first day.
7. Check to see that each small group leader will arrive early to meet children, have schedules, have nametags ready, and know where to go and what to do.
8. Distribute Bob and Larry Letters and Family Connection Pages for small group leaders to distribute to their children upon dismissal.
9. Be sure Welcome Booth/Registration Check-in is ready to go.

SITE LEADER

1. Pray for program and children.
2. Do final supply check.
3. Set up for first-day activities.
4. Review skits and stories one last time.
5. Review schedule.
6. Be sure site is set up with decorations leader.

SMALL GROUP LEADERS (First Mates)

1. Pray for program and children.
2. Obtain final group list from Director.
3. Complete final journal page for each child.
4. Complete attendance chart.
5. Complete final nametags.
6. Check schedule for any last minute changes.

TOTS LEADER

1. Pray for program and children.
2. Do final supply check.
3. Set up for first-day activities.
4. Review skits and stories one last time.
5. Review schedule.
6. Be sure room and centers are set up for first day.
7. Complete final nametags.
8. Complete attendance chart.
9. Check schedule for any last minute changes.

DECORATIONS/ SITE SET-UP

1. Pray for program and children.
2. Do final site assembly and room decorations.

MUSIC

1. Pray for program and children.
2. Be sure you have any needed sound equipment:
 - a. CD/cassette player, b. Microphones, c. Speakers, d. CD/cassettes, e. Sheet music.
3. Check schedule with Director. Be sure any accompanist also has schedule.

PUBLICITY

REGISTRATION

1. Pray for program and children.
2. Be sure registration table is set up and well marked with how to proceed.
3. Have lots of registration forms and pencils available.
4. Identify where to check in if not registered and if pre-registered.

