## VBS Event Planning Checklist

## Basic Information & Event Details

◻VBS Title/Theme

◻Dates and Times

◻Location/Venue(s)

◻Target Age Group(s)

## Program & Curriculum Planning

◻Theme Development: Biblical focus, lesson topics, overall message

◻Daily Schedule: Opening and closing ceremonies, lesson times, craft and game sessions, snack breaks

◻Curriculum Materials: Bible stories, lesson plans, worship songs, crafts, activity guides

◻Special Events: Guest speakers, performance arts, additional programming elements

## Budget & Financial Planning

◻Overall Budget: Total funds available

◻Expense Categories: Curriculum materials, supplies, decorations, food, equipment rentals, marketing, emergency funds

◻Funding Sources: Donations, registration fees (if applicable), sponsorships

◻Financial Tracking: Budget sheets, expense logs, contingency planning

## Volunteer & Staff Coordination

◻Volunteer Roles: Teachers, assistants, craft coordinators, food service volunteers, setup and cleanup crew, safety monitors

◻Recruitment & Training: Background checks, orientation sessions, role-specific training

◻Contact List: Volunteer names, roles, contact information

◻Schedules: Shifts and assignments for each day

## Registration & Attendance Management

◻Enrollment Forms: Paper or online registration systems

◻Capacity Planning: Maximum number of participants, wait list procedures

◻Check-In & Check-Out Procedures: Child sign-in and sign-out processes, security protocols

◻Attendance Tracking: Daily attendance logs

## Marketing & Promotion

◻Promotional Materials: Flyers, posters, banners, digital graphics

◻Communication Channels: Church bulletins, social media, email newsletters, community outreach

◻Registration Outreach: Informational sessions or open houses

◻Press & Media: Local newspaper, community board announcements

## Materials & Supplies

◻Curriculum Supplies: Bibles, lesson books, teaching aids

◻Craft Supplies: Art materials, craft kits, decorations

◻Audio/Visual Equipment: Sound systems, projectors, microphones

◻Decorations: Themed banners, posters, stage and backdrop setups

## Facilities & Logistics

◻Room Assignments: Classrooms, craft areas, dining spaces, restrooms

◻Setup & Layout: Seating arrangements, activity stations, emergency exits

◻Technology Needs: Computers, tablets, Wi-Fi access

◻Transportation & Parking: Directions, parking arrangements, signage

## Food & Refreshments

◻Meal Planning: Snack, lunch, refreshments schedule

◻Dietary Considerations: Allergies and dietary restrictions for participants

◻Food Service Logistics: Ordering, preparation, serving volunteers, cleanup procedures

◻Supplies: Utensils, napkins, disposable plates and cups (if needed)

## Health, Safety & Security

◻Emergency Procedures: Fire drills, evacuation plans, emergency contacts

◻First Aid & Medical Supplies: First aid kits, designated medical staff

◻Child Safety Protocols: Check-in procedures, authorized pickup lists, visitor policies

◻Insurance & Liability: Coverage details, consent forms

◻COVID & Health Guidelines: Sanitization stations, mask policies (if applicable)

## Communication & Follow-Up

◻Pre-Event Communications: Parent emails, volunteer briefings, schedule distribution

◻On-Site Communications: Walkie-talkies, signage, daily announcements

◻Post-Event Follow-Up: Thank-you notes, feedback surveys, debrief meetings

◻Documentation: Photo and video releases, event photos for future promotion

## Evaluation & Future Planning

◻Feedback Collection: Surveys from parents, children, volunteers

◻Debriefing Sessions: What worked well and areas for improvement

◻Reporting: Financial reports, attendance statistics, overall impact

◻Next Steps: Planning timeline for the following year’s VBS

## Suggested VBS Planning Timeline

### 6+ Months Before

◻Choose theme and curriculum

◻Set event dates and secure venue

◻Create budget

◻Begin volunteer recruitment

### 3-6 Months Before

◻Order curriculum and supplies

◻Start marketing and promotions

◻Organize volunteer roles and training

◻Plan daily schedule

### 1-3 Months Before

◻Confirm registrations and attendee count

◻Finalize lesson plans and activities

◻Coordinate decorations and setup logistics

◻Prepare safety and emergency plans

### 1 Week Before

◻Set up classrooms and decorations

◻Host final volunteer meeting and walk-through

◻Confirm food and supplies

◻Prepare registration materials

### During VBS

◻Monitor attendance and security

◻Keep activities on schedule

◻Engage with parents and volunteers

◻Document highlights with photos and videos

### After VBS

◻Send thank-you notes to volunteers and donors

◻Collect feedback from parents and staff

◻Evaluate successes and improvements

◻Start planning for next year!

## VBS Role-Specific Checklists

### Volunteer Coordinator

◻Recruit and train volunteers

◻Assign volunteers to appropriate roles

◻Schedule and communicate shifts

◻Ensure background checks are completed

### Snack Coordinator

◻Plan daily snack menu

◻Check for dietary restrictions and allergies

◻Purchase or arrange for donated food

◻Organize snack distribution and cleanup

### Security Team

◻Develop child safety protocols

◻Monitor check-in and check-out procedures

◻Supervise facility security during VBS

◻Respond to emergencies as needed