



PART 2—PLANNING

Planning Calendar

Six Months before VBS	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Meet with pastor and discuss vision for this year's VBS. <input type="checkbox"/> Set VBS date. <input type="checkbox"/> Establish goals for enrollment. <input type="checkbox"/> Develop a budget. 	
<p>Five Months before VBS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Appoint team leaders. <p>Registrar/Secretary _____</p> <p>Publicity Team Leader _____</p> <p>Finance Team Leader _____</p> <p>Transportation Team Leader _____</p> <p>Recreation Team Leader _____</p> <p>Arts and Crafts Leader _____</p> <p>Worship Leader _____</p> <p>Music Director _____</p> <p>Photographer _____</p> <p>Refreshment Team Leader _____</p> <p>Transportation Team Leader _____</p>	
<p>Four Months before VBS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Establish plan for recruitment. <input type="checkbox"/> Meet with class/departmental leaders and assistants. <input type="checkbox"/> Invite persons personally (college students, fringe members, and new members) to serve on committees. <input type="checkbox"/> Order curriculum materials. <input type="checkbox"/> Send out solicitation letter. 	

Three Months before VBS <input type="checkbox"/> Secure finances. <input type="checkbox"/> Begin publicity. <input type="checkbox"/> Promote training workshops. <input type="checkbox"/> Plan monthly prayer meeting.	Notes
Two Months before VBS <input type="checkbox"/> Meet with committee leaders, departmental leaders, and team members. <input type="checkbox"/> Implement training workshop. <input type="checkbox"/> Plan for preregistration. <input type="checkbox"/> Make announcements during service. <input type="checkbox"/> Hold a monthly prayer meeting.	
One Month before VBS <input type="checkbox"/> Implement second training workshop. <input type="checkbox"/> Assign class areas. <input type="checkbox"/> Hold preregistration. <input type="checkbox"/> Check records and forms. <input type="checkbox"/> Continue publicity in the community. <input type="checkbox"/> Hold a monthly prayer meeting and pray through names of registrants.	
One Week before VBS <input type="checkbox"/> Check registration records and make adjustments. <input type="checkbox"/> Hold planning day and prayer meeting. <input type="checkbox"/> Hold kick-off event. <input type="checkbox"/> Anticipate a move of God. <input type="checkbox"/> Schedule volunteer appreciation.	
During VBS <input type="checkbox"/> Check registration. <input type="checkbox"/> Communicate daily with staff. <input type="checkbox"/> Evaluate each session. <input type="checkbox"/> Promote closing program.	
Within Two Weeks after VBS <input type="checkbox"/> Send out a written e-mail thanking your team. <input type="checkbox"/> Hold a volunteer appreciation and evaluation celebration.	