

PLANNING TIMELINE

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3 MONTHS IN ADVANCE

- Choose date and time.
- Reserve location if somewhere other than your church.
- Decide which format your VBS will be.
- Create marketing materials - flyers and social media graphics.
- Communicate details to church staff and kidmin volunteers.
- Invite some core volunteers who can help you plan an overall picture for VBS to a strategy meeting.
- Start feeling out who might want to volunteer at VBS – let them know the dates and times you would need them in advance.

2 MONTHS IN ADVANCE

- Invite volunteers to participate.
- Print flyers and distribute around church, in mailers, local schools, etc.
- Add the event to monthly communications to families.
- Order any materials from shopping lists (for both Teaching and Programming).
- Begin volunteer trainings and workdays.

6 WEEKS IN ADVANCE

- Communicate! Partner with your church to send out additional emails, place bulletin or newsletter announcements, and post social media graphics.
- Begin making announcement during your weekly kids' programming.
- Continue ordering/confirming materials as needed.
- Continue inviting volunteers as needed.
- Determine and communicate any technical needs.
- Determine and communicate your set-up and tear-down needs for VBS with your team.

4 WEEKS IN ADVANCE

- Email volunteers to explain the event outline and answer any questions.
- Run background checks for volunteers as needed.
- Order any remaining supplies.
- Finalize your schedule.
- Send email reminder to families.

2 WEEKS IN ADVANCE

- Send a finalized event schedule and instructions to volunteers.
- Finalize volunteer list.
- Continue promoting in weekly announcements.
- Send out final reminder email to families.

1 WEEK IN ADVANCE

- Organize check-in station.
- Double-check supply list.
- Review all event logistics.
- Make final promotional push.
- Start setting up decorations.

1 WEEK AFTER VBS

- Send thank you notes/emails to all volunteers.
- Organize a volunteer appreciation event.
- Post a recap video or album of photos on social media.
- Follow-up with any new kids/families who attended.
- Ask for feedback from families and volunteers on what went well and what could be changed. Make notes for next year!
- Formulate an expense report to guide you when you need to set the VBS budget for next year.