

VBS PLANNING CALENDAR

A QUICK OVERVIEW
TO KEEP YOUR VBS
PLANNING ON TRACK



Group

Vacation Bible School



3 TO 6 MONTHS
Before VBS



3 TO 6 MONTHS BEFORE VBS

- BEGIN PRAYING FOR YOUR CHURCH'S VBS.
- CHOOSE A FORMATE FOR VBS
- SET THE DATES
- CHOOSE A VBS DIRECTOR
- SET A BUDGET AND CONSIDER FUNDRAISING IDEAS
- START COLLECTING DECORATIONS

2 TO 3 MONTHS

Before VBS



2 TO 3 MONTHS BEFORE VBS

- PLAN VBS PUBLICITY
- SET UP A VBS WEBSITE
- ENCOURAGE PREREGISTRATION
- ESTIMATE YOUR ENROLLMENT & ORDER VBS MATERIALS
- CONSIDER HOW YOU'LL HANDLE SUPPLY COLLECTION
- NETWORK!

A group of people, including children and adults, are gathered around a table, looking at a book together. The scene is brightly lit, and the people are dressed in casual attire. The background is slightly blurred, focusing attention on the group and the book.

2 TO 3 MONTHS BEFORE VBS

- BEGIN RECRUITING STATION LEADERS
- RUN BACKGROUND CHECKS ON VOLUNTEERS
- SCHEDULE A STAFF MEETING
- EXPLORE YOUR CHURCH FACILITIES TO ASSIGN YOUR STATION AREAS



8 WEEKS
Before VBS





8 WEEKS BEFORE VBS

- BEGIN recruiting crew Leaders (AND DON'T FORGET TO THOSE BACKGROUND CHECKS!)
- BEGIN PUBLICITY
- CONTINUE GATHERING SUPPLIES
- PLAN your VBS SCHEDULE

4 WEEKS

Before VBS



A group of children in a church setting, with a teal overlay containing text. The children are in the background, some are clapping. The teal overlay is in the foreground, containing the title and a list of tasks.

4 WEEKS BEFORE VBS

- RECRUIT ADDITIONAL VOLUNTEERS
- CONTINUE PUBLICITY
- CONTINUE PREREGISTRATION
- HOLD THE SCHEDULED STAFF MEETING
- MEET WITH EACH STATION LEADER
- PROVIDE VBS INFORMATION TO YOUR CHURCH OFFICE



2 WEEKS

BEFORE VBS

A young girl with dark hair in a ponytail, wearing a red shirt, is looking down at a tray. The tray contains a white substance with a green substance on top. The background is blurred, showing other people and a table.

2 WEEKS BEFORE VBS

- CHECK your registration count
- CHECK your SUPPLY COLLECTION
- CONTINUE PUBLICITY
- MAKE BACKUP FOR INCLEMENT WEATHER AND emergency PLANS SUCH as FIRE PROCEDURES

1 WEEK

Before VBS



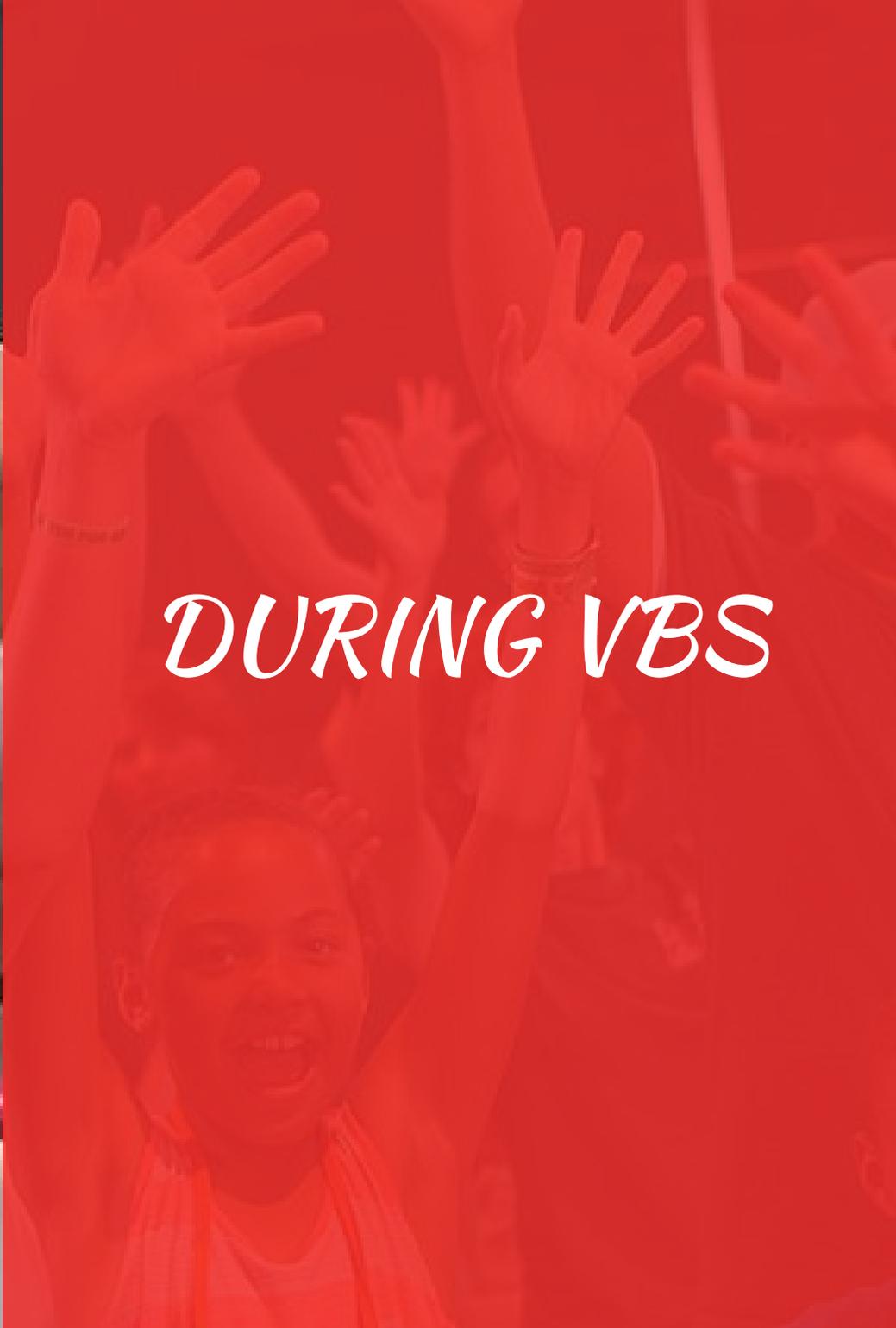
1 WEEK BEFORE VBS

- DEDICATE VBS STAFF AT A CHURCH SERVICE
- ASSIGN KIDS TO CREWS
- PREPARE CREW SIGNS FOR THE CELEBRATION AREA
- PUT TOGETHER SUPPLIES FOR EACH CREW LEADER

A group of young people, likely students, are gathered around a table, looking at papers and talking. The image is overlaid with a semi-transparent teal rectangle containing text.

1 WEEK BEFORE VBS

- MEET WITH STATION Leaders again
- HELP STATION Leaders decorate THEIR rooms
- DECIDE WHEN and WHERE STATION Leaders and crew Leaders WILL meet each day
- PLAN FOR registration VBS



DURING VBS

DURING VBS

- BEFORE REGISTRATION BEGINS ON DAY 1, BE SURE CREW SIGNS ARE POSTED IN THE CELEBRATION AREA
- HAND OUT CREW BAGS AS CREW LEADERS ARRIVE
- REGISTER NEW CHILDREN
- MEET WITH CREW LEADERS DURING OPENING CELEBRATION FOR A HUDDLE AND
- MEET WITH STATION LEADERS AND CREW LEADERS AFTER EACH DAY'S PROGRAM
PEEK INTO AS MANY STATIONS AS YOU CAN

DURING VBS

- Make sure ALL STATION Leaders and crew Leaders are present each day
- Make sure STATION Leaders and crew Leaders HAVE THE SUPPLIES THEY need each day
- STOCK and maintain a FIRST-AID SITE
- Prepare COMPLETION certificates
- SEND THE memories HOME BY PROVIDING (or SELLING) media CDS and DVDS

AFTER VBS



AFTER VBS

- COLLECT reusable LEFTOVER SUPPLIES
- Leave rooms decorated for your next CHURCH service—CHURCH members WILL LOVE TO catch a GLIMPSE INTO VBS and CHILDREN WILL LOVE reliving THEIR memories!
- FOLLOW UP after VBS ends