

Pre-VBS ✓ off list

3 - 6 months prior to VBS

- ☐ Pre-VBS Meeting. Workers assigned.
- ☐ Prepare for Ads in Newspaper, radio, TV, Church Bulletin.
- ☐ All Workers read VBS handbook.
- ☐ \$ 200 for supplies sent in.
- ☐ Go to local restaurants, amusements, businesses for donated coupons, gift cards, food and merchandise which will be used as daily incentives.
- ☐ Begin collecting items for the VBS store.

1 month prior to VBS

- ☐ All ads in.
- ☐ Sign on exterior with dates etc.
- ☐ Drivers and vehicle records in.
- ☐ Refreshments
 - Enlist volunteers for cookies and meals. Collect cups, napkins, ice, drink.
- ☐ Teachers preparing lessons, visuals, classroom etc.
- ☐ All Workers have read VBS handbook.
- ☐ Cottage Prayer Meetings.
- ☐ Props/Decoration group make or collect banners, signs, theme props etc.
- ☐ Flyers will arrive by UPS.
- ☐ Continue collecting donations from local merchants.
- ☐ Continue collecting items for the VBS store.

1 week to 1 day prior to VBS

- ☐ \$ 20-\$ 40 of penny rolls (\$ 100 -\$ 200 for large churches) ready for Sun. a.m.
- ☐ Big Flyer Distribution the two Saturdays before VBS. (Pre-register all kids)
- ☐ Push for large day in S.S. (VBS Pre-Registration Day)
- ☐ Sat. or Sun. have VBS Parade.

During VBS

- ☐ Psalm 100:2
- ☐ Psalm 119:165

After VBS

- ☐ 1 week Reflect and Analyze
- ☐ 51 weeks FOLLOW UP!!!!!!