

SCUCA Event Calendar Checklist

As a group (adults & if appropriate, teens) have a planning meeting to cover the following:

A) List everything that must be done for the event to happen (check off as completed), some items may not be applicable for your event.

B) Set up a calendar and deadlines for tasks (*Note: This calendar is not all inclusive*)

6 months prior to event

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- review Guidelines for Hosting a Sub-Regional Event
- discuss intention with the appropriate Regional Consultant
- select possible date and alternate
- get Minister's approval of all plans
- clear date with Consultant and Church calendar
- submit SCUCA Sub-Regional Event Notification form
- submit SCUCA Ministry/Minister Approval Agreement form
- contact potential facilities, if not to be held at church
- negotiate contract with facility and Regional Consultant (keep in mind vegetarian menu)
- obtain a signed copy of contracts from the Regional Consultant
- accounting/budget proposal to Regional Consultant

5 months prior to event

- prepare and send an e-mail notification of event to appropriate consultant for distribution
- have first planning meeting and brainstorm themes
- outline overall program for cohesiveness
- create an event Mission Statement to focus group energy
- create a YOU commitment agreement for YOUers to commit time to planning

5 months prior to event (continued)

- accounting/budget
- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call

16 weeks prior to event

- set theme and discuss with Regional Consultant
- continue working on overall program
- plan activities & schedule (ideas: workshops, speakers, joy songs, vespers, etc.)
- outline small group material
- arrange for speaker and discuss with Regional Consultant
- accounting/budget

15 weeks prior to event

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- accounting/budget
- use appropriate and current SCUCA medical liability forms
- create map and driving directions to event location
- plan t-shirt design and obtain quotes (optional)

15 weeks prior to event (continued)

- prepare and send registration forms and event flyer, including arrival and closing times, participant packing list, registration due dates (early bird 4 wks prior to event, registration due 3 wks prior to event), and where to send the registration forms to, to the Regional Consultant, templates available from Regional Consultants (include Rally Registration Form, Minister Endorsement Form, M/L Release, Trust Agreements, YOU Sponsor Code of Ethics, Family Group Leader Application, Spirit Sharing Application, and SC YOU Rally Participant Preparation)

14 weeks prior to event

- Regional Consultant electronically distributes registration materials & has posted on website
- accounting/budget

13 weeks

- set up committees and chairs
- accounting/budget
- educate team on writing small group material and multiple intelligences

12 weeks

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- write small group material
- enroll workshop leaders
- invite qualified head sponsors, chaplains and wellness personnel
- plan for adequate adult coverage to teen ratio
- create schedule (include optional personal time activities, if desired)
- accounting/budget

• 11 weeks

- write small group material
- plan for needed signs (reusable, if possible)
- accounting/budget

10 weeks

- write small group material
- accounting/budget

9 weeks

- write small group material (using Unity principles, Bible verses and affirmations)
- plan decorations to make or buy
- accounting/budget

8 weeks

- finalize small group material
- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- accounting/budget

7 weeks

- accounting/budget
- create supply list

6 weeks

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- plan for dance, music, and entertainment
- educate team of facilitating public prayer

5 weeks

- create for needed signs (reusable, if possible)
- create script with announcements during event

4 weeks

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call, determine whether or not walkie talkies are needed for your event.
- obtain certificate of liability insurance from Regional Consultant
- determine boundaries and create map posters
- continue working on script with announcements for event
- accounting/budget

4 weeks (continued)

- plan of meetings of adult & teen volunteers
- finalize schedule (include facilities map with marked boundaries & chapter opportunity assignments)
- team run-through of large group activities
- create supply list

3 weeks

- assign church volunteer opportunities, including joy songs, meal graces, vespers, siesta, Spirit sharing, God squad, etc.)
- accounting/budget
- opening
- finalize script with announcements during event
- mixers/ice breakers (rehearse)
- recreation/personal time
- print final schedule & send to facility
- closing and include evaluation
- arrange for a first aid/wellness kit
- finalize program
- electronically send small group materials to facilitators
- prepare for meals/menu (including vegetarian/vegan) and shopper/servers (be sure to include healthy food choices and limit access to sugary and caffeinated foods)
- review all registration forms received for accurate completion
- begin data entry
- review supply list

2 weeks

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- make housing assignments
- make Room Sponsor assignments
- make Family Group Leader and Adult assignments
- make small group assignments

2 weeks (continued)

- plan for adequate adult coverage during personal time
- team run-through of large group activities
- ensure all musical selections are appropriate
- create name tags (showing name, chapter, housing and small group assignments)
- create schedule labels (showing name, chapter, housing and small group assignments)
- purchase supplies
- accounting/budget

1 week

- meet with YFMD and/or Minister to clear update on plans on an on-going basis
- communicate update of plan with Regional Consultant via e-mail and/or conference call
- accounting/budget
- plan joy songs for opening
- run copies of schedule, fold & affix labels
- create Head Sponsor binders (include map and/or directions to nearest medical facility)
- create list of medical information for wellness team

Day Before Event (no later than)

- pray in
- put together small group supply bags

Day of Event

- pray in
- prepare registration table
- set-up for opening
- assemble small group material supplies
- set out and organize all supplies for event
- Have Fun!

3 weeks after

- send thank you notes
- finalize accounting, submit final report to Regional Consultant

C. Assign each task to an event team member and confirm due date.

- D. If a due date arrives and the task has not been completed, assign the task to someone else. Due dates can be a challenge for teen groups, even when the team members have set them, that is why this point is so critical. If a group has due dates set and can see them coming, there is no reason why they cannot be met. Our goal is to assist the groups in succeeding, not failure! Thus, teaching committee formation, teamwork and buddy checking skills is extremely important. However, the teens must realize that the adult leadership will help support and honor their choices and this is a team effort of both teens and adults working together.
- E. Share your plans and progress with your **Minister, Church, Youth and Family Ministry Director (YFMD) and Regional Consultant** on an on-going basis. Please Remember that close and timely communication of all details is essential! Their job is to assist you in the process of planning and executing a successful event. It is highly recommended that the Youth and Family Ministry Director attends as many planning meetings as possible to ensure that everyone is on the same page.