



Planning Checklist

PRE-PLANNING

2-3 months before

- Visit thevbsplace.org
- Purchase and examine the Starter Kit
- Create a Baobab Blast notebook
- Estimate enrollment
- Begin recruiting staff
- Identify key volunteers as lead guides
- Plan staff training workshop
- Gather decorations and supplies for Baobab Blast
- Begin pre-registration

EARLY PLANNING

1-2 months before

- Order Baobab Blast materials and supplies
- Map out facility; check out available equipment
- Put announcements in community resources
- Contact activity site leaders
- Meet with worship leader and other volunteers
- Meet with pastor and worship leader
- Plan Baobab Blast schedule
- Create backdrops
- Gather additional supplies and monetary donations
- Monitor enrollment
- Build awareness of Africa Jam mission project
- Check in with staff and volunteers
- Hold staff training workshop
- Sign up youth leaders

GETTING-THERE PLANNING

3-5 weeks before

- Assign guides to small groups
- Set up display for supply donations
- Make contact with Activity Site leaders and worship leaders
- Confirm support staff help
- Confirm photographer
- Keep pastor informed of plans
- Plan staff dedication service
- Send out letters of welcome
- Provide all VBS staff and volunteers with necessary information
- Finalize registration materials
- Confirm all spaces and available equipment
- Prepare several first-aid kits

ALMOST-THERE PLANNING

1 week before

- Invite congregation to the closing celebration
- Assign activity site and meeting locations for small groups
- Decorate and set up for VBS



Planning Checklist

DURING VBS

- Welcome and interact with VBS families
- Have a Baobab BLAST!
- Make staff connections
- Evaluate supplies
- Express appreciation to staff
- Attend opening and closing celebrations each day
- Monitor progress of Africa Jam mission project
- Prepare certificates of appreciation for staff
- Prepare certificates of participation for kids
- Distribute evaluation forms to staff
- Provide detailed instructions for the last day of VBS
- Review post-VBS celebration details with staff

ONE WEEK AFTER VBS

- Write Baobab Blast thank-you notes
- Tally and distribute Africa Jam mission project funds
- Return unused curriculum within 10 days of the completion of VBS
- Store or share supplies
- Reach out to VBS families
- Plan a slide, video, or photographic presentation of VBS
- Send a follow-up story along with photos to local newspapers
- Submit copies of evaluations

TWO TO FOUR WEEKS AFTER VBS

- Jot down notes and ideas for VBS 2011
 - Set calendar date options for 2011
 - RELAX!
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