

Answers VBS

TIPS FOR PLANNING YOUR VBS



DAILY SCHEDULE



POSSIBLE FORMATS



Answers VBS

VBS COUNTDOWN CHECKLIST

**5
MONTHS**

- Get VBS on the church calendar.
- Estimate attendance, discuss goals, format, dates & budget.
- Meet with your pastor.
- Read the manuals.
- Assemble leadership: prayer coordinator, publicity coordinator & assistant director.
- Plan the first staff meeting. Pray, announce theme, assign jobs & set deadlines.
- Order extra leader guides and materials.
- Pray!

**4
MONTHS**

- Plan VBS promotion with publicity coordinator.
- Order promotional materials.
- Enlist prayer support via prayer coordinator.
- Send save-the-date postcards.
- Recruit the remaining leadership team.
- Announce VBS with a bulletin insert.
- First staff meeting: distribute calendars & leader guides.
- Pray!

**3
MONTHS**

- Announce VBS in church to get volunteers.
- Plan teacher workshop.
- Prepare for student registration.
- Order extra materials (teacher guides, student pages, outdoor banner, etc.).
- Begin executing publicity plan.
- Plan missions project.
- Pray!

**2
MONTHS**

- Conduct teacher workshop.
- Recruit remaining staff.
- Plan volunteer workshop.
- Set up VBS headquarters.
- Begin student registration.
- Start gathering supplies.
- Order music, T-shirts & name tags.
- Begin planning the promotional carnival.
- Pray!

**1
MONTH**

- Plan a dedication service with your pastor.
- Conduct a volunteer workshop.
- Assign children to groups.
- Purchase final supplies.
- Plan the closing program and follow-up.
- Create a caretaker handbook.
- Mail invitation postcards.
- Put up banner in front of the church.
- Host the promotional carnival.
- Pray!

**1
WEEK**

- Conduct gospel workshop.
- Dedicate VBS team during church.
- Ensure all workers are recruited.
- Prepare emergency plans & first aid kits.
- Host a decorating day.
- Pray!

**1
DAY**

- Finish drama set and decorations.
- Set up supplies in all areas.
- Give team leaders bags & group lists.
- Do a VBS campus prayer walk.

Find blogs, VBS extras, and more at AnswersVBS.com