

Promised Land Ministries Chairperson Annual Day Planning Checklist

3 to 4 Months before Your Annual Day EVENT

Review Your Event Planning Checklist & Get Started

Official Start Date: _____

1	Officially Begin your church's Annual Day by Praying	Done []
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Ask the Lord: (1) Prepare the hearts of members, workers, and families who will attend for His glory (2) Save Souls and (3) Kill the spirit of procrastination!

Choose a format that works best for your Annual Day meetings.

- Will you meet in the morning, afternoon, evening or weekends?
- Will you meet every week or for several weeks?
- Will you meet at the church or another location?

2	Set Annual Day meeting dates.	Done []
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As you're considering dates, you may want to find out about other programs or meetings offered by the church or your community so you can avoid conflicts.

3	Choose a Chairperson.	Done []
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If you're reading this, that's you! The Chairperson is responsible for planning, recruiting staff, and overseeing all details to ensure that Annual Day flows smoothly. For an even easier adventure, consider recruiting other Leaders who will help lead, encourage, and work on Annual Day. (Remember, your new favorite word is delegate!)

4	Set a budget.	Done []
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Write down the cost of each item you'll need, and then tally the total cost to set your budget. Check with the church there may already be an EVENT budget. If so, find out what funds are available.

5	Start collecting decorations.	Done []
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You might even let members of your congregation know what you're looking for so they can keep their eyes and ears open for potential decorations.

6	2 to 3 Months Before Your Annual Day EVENT	Plan Annual Day publicity.	Done []
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Decide how you'll promote Annual Day in your church and community. Check with newsletter chairperson for publicity ideas and resources.

Promised Land Ministries Chairperson Annual Day Planning Checklist

7	Make sure website is updated with latest Annual Day info	Done []
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Check with Martin Smith to begin updating website with your current church's Annual Day information.

8	Begin recruiting Committee Leaders.	Done []
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Get excited about your Annual Day. Your excitement will excite your volunteers' ideas and captivate people's hearts and minds while allowing you to flex those creative muscles (in an easy way—with great results).

9	Encourage Pre Annual Day Website Use.	Done []
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Update your Annual Day website with new committee leadership team, paste church URL (that's the Web address) into your publicity items. Families can access church site and get more information and staff members stay updated as well.

10	Start Building Your Network!	Done []
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Networking will stretch your time and dollars. Find other churches that are doing Annual Days invite them over for a small party and brainstorm decorating, fundraising, and publicity ideas that will get your whole community excited about your EVENT.

11	Estimate your Annual Day Attendees.	Done []
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Use figures from your last year's EVENT program. Once you've estimated how many children and adults will attend, figure out how many new additional attendees you expect to attend.

12	Order Annual Day Materials.	Done []
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If you purchased the Annual Day materials make sure you keep all your receipts. To avoid stress and disappointment, order things early!

13	Explore your Church Facilities.	Done []
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If your plans involve more than 50 children you may need to set up a separate room and committee to supervise each area. Be sure to include Kid's Crew Leaders in your training so they can better understand their role.

14	8 Weeks Before Your Annual Day EVENT - Begin recruiting Kids Crew Leaders.	Done []
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Kids Crew Leaders are like older brothers and sisters in the church youth family. Getting them involved helps develop their leadership gifts and Christian maturity.

Promised Land Ministries Chairperson Annual Day Planning Checklist

15	Begin publicity and select a committee to take pictures of your event to place on church's website.	Done []
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Place the Annual Day invitation in church newsletter and distribute to families and community. Place signs through out the building letting people know something wonderful is about to happen. Have your photo committee begin taking pictures to build enthusiasm and promote attendance for your program. Sell excitement by telling the congregation how excited you are to win souls and glorify the Lord through the program!

16	Begin getting your Menu together and gathering supplies.	Done []
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Assign chairpersons for both committees to choose a theme and start gathering all decorations, supplies and developing a variety of foods that will make a great impression!

17	Plan your Annual Day program.	Done []
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Select a chairperson to design your program, assign members to welcome guess, do readings, offer prayers, take up offering, etc.

18	4 Weeks Before Your Annual Day EVENT - Recruit additional volunteers.	Done []
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In addition to Committee Leaders and Kids Crew Leaders, you may want to recruit volunteers to help with evangelizing, transportation, and child care for smaller children.

19	Get your congregation excited	Done []
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Set the tone by reminding everyone that “**God so loved the world that He gave His only begotten Son**” and He is the reason why we serve its not about you & me it’s about Jesus!

20	Continue publicity.	Done []
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Insert copies in your church bulletins distribute copies in Sunday school classes, Distribute Annual Day door-to-door in the neighborhood. Be sure to direct people to the church website for more information and directions to the church.

21	Hold the scheduled leadership meeting.	Done []
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Get prepared and plan a readiness meeting, bring snacks and review all your planned activities with your Committee Leaders and Kids Crew Leaders to make sure everyone in on the same page. Thank them for coming, discuss what supplies the leader needs, what concerns he or she may have, or any aspects of the program that are not clear. This will not only prevent miscommunication but also help your volunteers know how much you appreciate them.

Promised Land Ministries Chairperson Annual Day Planning Checklist

22	2 Weeks Before Your Annual Day EVENT	Check your evangelizing count.	Done []
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Double-check your expected attendees for your event and make sure you have enough chairs, tables and supplies. Order extras just in case; many churches experience last-minute additions, first-day surprises, and unexpected increases as kids bring their friends.

23	Make backup and emergency plans.		Done []
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What if it rains or snows day of your program? Plan in advance how you'll handle bad weather. You may also want to line up backup Kids Crew Leaders in case some drop out.

24	1 Week Before Your Annual Day EVENT	Dedicate Annual Day	Done []
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Introduce Committee Leaders, Kids Crew Leaders, and other volunteers during your church service. Then ask the pastor and church members pray that God will use this Annual Day to touch and save souls with his love during this Annual Day.

25	Meet with Committee Leaders again.		Done []
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Check with leaders to make sure they have all the required supplies, and answer any questions they may have. Work together to smooth out any last-minute details. It's a good idea to have your staff arrive early to greet guess.

26	Help Committee Leader handle decorations.		Done []
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Use colorful ideas and shoot for the WOW Affect!

27	During Your Annual Day EVENT	RELAX and Put it in God's Hands	Done []
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Lead a prayer, asking God to bless your day, protect everyone, and give all leaders wisdom as they work to make the event a success.

28	Thank Them at close of the Program have all Committee Leaders and Kids Crew Leaders stand ask church for applause		Done []
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Check in with all Annual Day staff to see what went smoothly and what could be improved for future annuals days. Be prepared to change schedules, rooms, or procedures. You may even need to reassign some Kids Crews.

29	Make sure all Committee Leaders and Kids Crew Leaders have rides.		Done []
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Promised Land Ministries Chairperson Annual Day Planning Checklist

30	After Your Annual Day EVENT	Collect reusable leftover supplies.	Done []
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Store the supplies in your church's supply closet or resource room for use in future EVENT programs or other ministry events. If you borrowed supplies return them to their owners.

31	Update website with new pictures from your program.		Done []
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Show all the Spotlights form Photo Committee pictures and presentations. Your Visitors, Kids (and their parents) love seeing themselves on the "Internet" Also colorful photos will bring back memories of a terrific time at Annual Day.

32	Follow up with Annual Day visitors.		Done []
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Mail thanks you Annual Day follow-up postcards, thanking visitors for attending your EVENT and remind them that they can see themselves on the church website.

33	Thank your staff members for all their hard work.		Done []
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Before your next 1st Saturday Leadership meeting check in with all Annual Day staff to see what went smoothly and what could be improved for future annuals days. Be prepared to change schedules, rooms, or procedures. Make written notes of good ideas that could be used for next year's program. Note any problems that came up and how they were solved. You could even hand out tokens of appreciation, flowers, or baked goodies to show your appreciation.

34	1st Saturday Leadership Meeting Report on your program.	Done []
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Present your final Annual Day report at 1st Saturday meeting

35	Fill out the Annual Day Evaluation.		Done []
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Fill out the EVENT Chairperson's evaluation. This helps us plan for the future.