Ultimate VBS Checklist

4-6 Months Before VBS
- Begin praying for your church’s VBS
- Request a VBS Guide
- Choose VBS dates for church calendar
- Order a couple Starter Kits
- Schedule an introductory meeting for key leaders
- Choose a VBS Theme

3 Months Before VBS
- Set a VBS budget and start fundraising
- Plan Missions element (request a free Missions Pack)
- Plan & Start Publicity efforts
- Order initial VBS Supplies (Decor, Publicity)
- Recruit volunteers (for preparation & VBS week)

2 Months Before VBS
- Start publicity - hang posters, show videos, etc.
- Open & encourage pre-registration
- Schedule volunteer training meeting
- Order VBS Student Materials
- Order custom VBS banner

1 Month Before VBS
- Estimate number of kids and volunteers
- Order custom VBS shirts for kids and staff
- Send out invitations to the community
- Continue publicity
- Hold staff training meeting
- Schedule and coordinate decorating
- Open Registration

2 Weeks Before VBS
- Review registration count & supplies for each child
- Purchase additional supplies as needed
- Continue publicity at services, on bulletin inserts, etc.
- Make backup & emergency plans

1 Week Before VBS
- Decorate your church
- Dedicate VBS Staff - pray over volunteers in services
- Meet with leaders & go over last minute details
- Decide when & where leaders will meet each day
- Put together classes or crews based on registration

During VBS
- Meet and pray with leaders daily
- Manage walk-ins and late registration
- Alert volunteers of any changes
- Visit as many stations as you can
- Support and encourage volunteers and leaders
- Make sure supplies are fully stocked, have First-Aid site
- Prepare VBS Certificates. Send memories home!
- Have some fun with the kids!

After VBS
- Store reusable supplies for future VBS programs
- Keep decorations up for Sunday Service to show the church what went on! Highlight the program with photos or a video
- Follow up with your VBS visitors & families
- Send out volunteer gifts or thank you notes
- Meet with VBS staff to evaluate what went well & what needs improvement. Keep a record of volunteers for the next year’s VBS.

MORE RESOURCES
Stay up to date with VBS tips, ideas and inspiration!

ConcordiaSupply.com

VBS Experts 1-800-521-0751