

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 and choose a theme
- Schedule an introductory meeting for key leaders
- ★ Register online for VBS Tools

3 Months Before VBS

- Set a VBS budget and start fundraising
- ★ Plan missions element
- 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

★ Find at ConcordiaSupply.com

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 the 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

Get VBS tips by following @ConcordiaSupply or by visiting blog.ConcordiaSupply.com.

Get free downloads and all your VBS supplies at ConcordiaSupply.com.

Call the VBS Experts at 1-800-521-0751.