VBS Quick Reference
CHECKLIST

4-6 MONTHS BEFORE VBS
- Begin praying for your church’s VBS
- Request your FREE VBS Guide
- Choose VBS dates for your church calendar
- Order a Starter Kit (or two!) for review
- Schedule introductory meetings with key leaders
- Choose a VBS theme

3 MONTHS BEFORE VBS
- Set a VBS budget and start fundraising
- Request a Mission Project Pack
- Plan & start promotional efforts
- Order initial VBS supplies (decor, promotion)
- Recruit volunteers (for both pre-VBS preparation and VBS week)

2 MONTHS BEFORE VBS
- Start promotion (hang posters, show videos, etc.)
- Open and encourage pre-registration
- Schedule volunteer training meeting
- Order VBS student materials
- Order a custom VBS banner

1 MONTH BEFORE VBS
- Estimate number of kids and volunteers
- Order custom VBS shirts for kids and staff
- Send out VBS postcards to the community
- Hold staff and volunteer training meetings
- Schedule and coordinate decorating
- Keep encouraging pre-registration

2 WEEKS BEFORE VBS
- Review registration count and student supplies
- Purchase additional supplies as needed
- Continue promotion at Sunday services
- Make backup and emergency plans

1 WEEK BEFORE VBS
- Decorate your church
- Pray over volunteers during Sunday service
- Go over last-minute details with leaders. Make sure they know when/where to meet each day.
- Group classes or crews based on registration

DURING VBS
- Meet with and pray for leaders daily
- Manage walk-ins and late registrations
- Alert volunteers of any changes
- Visit as many stations as you can
- Support and encourage volunteers and leaders
- Have a first aid site, and make sure it’s stocked
- Prepare VBS certificates. Send memories home!
- Have fun and build relationships with the kids!

AFTER VBS
- Store reusable supplies for future VBS programs
- Highlight your VBS at Sunday service with photos or a video. Keep decorations up, too!
- Follow up with your VBS visitors and families
- Send out volunteer gifts and/or thank-you notes
- Debrief with VBS staff to evaluate how VBS went
- Keep a record of volunteers for next year’s VBS

Find even more resources and supplies for your VBS at ConcordiaSupply.com