



VBS 2024

# PLANNING TIMELINE

# 6-9 MONTHS BEFORE VBS

Dates: \_\_\_\_\_



Set up a prayer team.



Meet with church leaders to discuss dates, budget, goals, and enlisting leaders.



Place VBS dates on the church calendar.



Determine the groups for VBS: preschoolers, children, youth, adults, and special needs.



Prepare and submit the VBS Budget Form (available on the *Administrative CD-ROM*) to the church for approval.



Set goals for enrollment, attendance, prospects, and offering.



Order the *VBS 2024 Directors Kit* at [lifeway.com/vbs](http://lifeway.com/vbs).



# 4-6 MONTHS BEFORE VBS

Dates: \_\_\_\_\_

Contact your local associational office for associational VBS training dates. Put the dates on the church calendar.



Begin enlisting leaders for Bible Study and other rotation sites.



Order the *VBS 2024 Kids Starter Kit: Grades 1–6* and the *VBS 2024 Preschool Starter Kit: Babies–Kindergarten* or the *VBS 2024 Multi-age Starter Kit*.

Estimate VBS enrollment and determine class and department organization.



Enlist a VBS promotion team leader. Develop a promotional plan.



# 3-4 MONTHS BEFORE VBS

Dates: \_\_\_\_\_



Enlist a VBS records team leader.



Enlist a VBS connection team leader.



Enlist a technology team to take pictures and videos, play DVDs, print materials from the Enhanced CDs, and so forth.



Create a VBS calendar of events and place those events on the church calendar. Distribute a copy of the calendar to leaders as they are enlisted.



Schedule planning/training meetings and develop agendas.



Guide the VBS promotion team to present a promotion strategy.



Plan pre-enrollment activities.



Plan a VBS kickoff event.



Continue to enlist directors and leaders for Bible Study and rotations.



# 2-3 MONTHS BEFORE VBS

Dates: \_\_\_\_\_

Order and distribute  
VBS curriculum.



Finalize the  
VBS daily schedule.



Conduct the first  
planning/training meeting.



Invite volunteers to attend  
associational VBS training.



Print copies of the  
Supply List Request Form and  
distribute to leaders with the  
deadline for returning them.



Organize a planning day to give  
volunteers a time to meet and  
collaborate on their VBS lessons,  
schedules, and so forth.



Plan VBS Celebration activities.



# 1-2 MONTHS BEFORE VBS

Dates: \_\_\_\_\_

Begin promotion efforts to the community.



Finalize follow-up procedures and events.



Lead teams to conduct planning meetings.



Plan to participate in the National Day of Prayer for Vacation Bible School.

Distribute Prayer Calendars from the *Administrative Guide*.



**MAY 19, 2024**



# 2-4 WEEKS BEFORE VBS

Dates: \_\_\_\_\_



Collect the Supply List Request Forms and gather supplies.



Conduct pre-enrollment activities.



Continue promotion efforts.



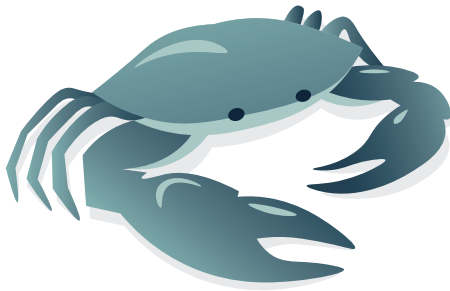
Use Lifeway's KidEvent Pro® to begin early registration online.



# 1-2 WEEKS BEFORE VBS

Dates: \_\_\_\_\_

Assign pre-enrolled participants to a Bible Study room and other age group departments.



Duplicate and prepare classroom folders. Folders should include attendance forms, schedules, special announcements, and so forth.



Distribute Prayer Walk Brochures and Prayer Cards.



Distribute supplies.



Finalize room assignments.



Finalize plans for VBS Preparation Day.





# THE DAY BEFORE VBS

Dates: \_\_\_\_\_

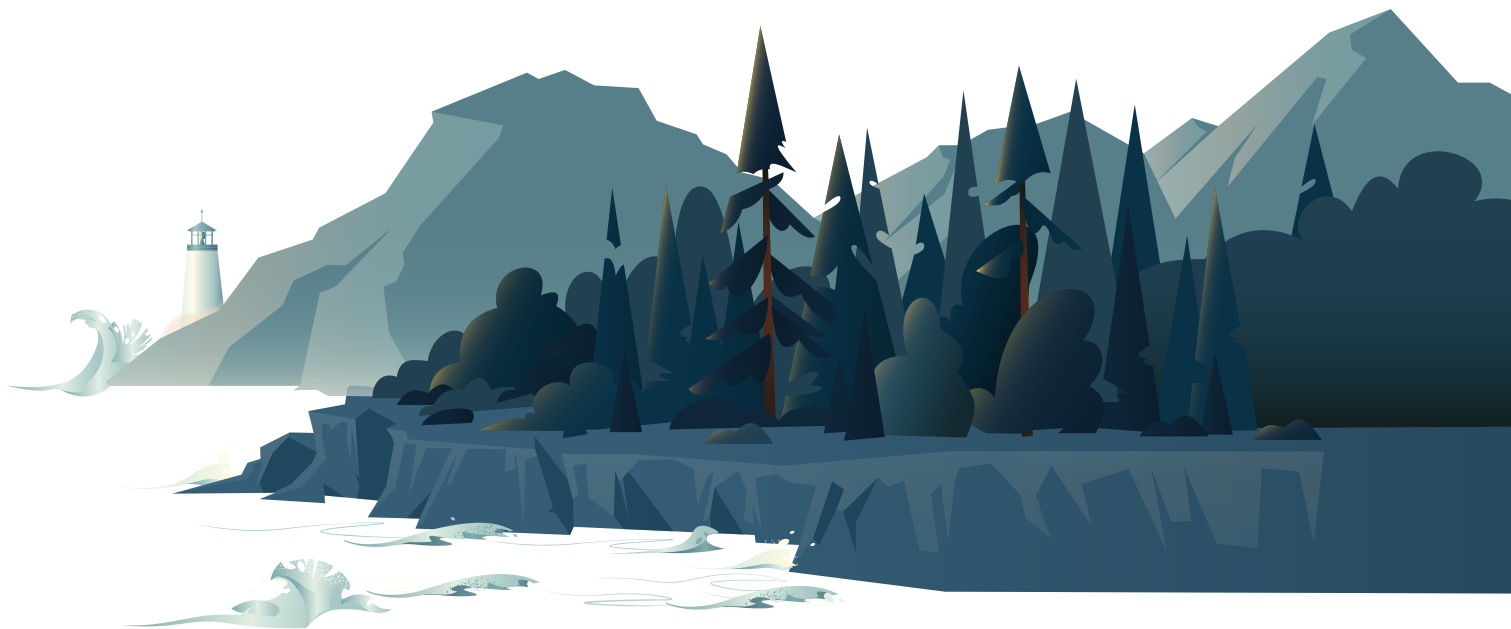
Conduct the  
VBS Preparation Day.



Conduct a VBS kickoff event.

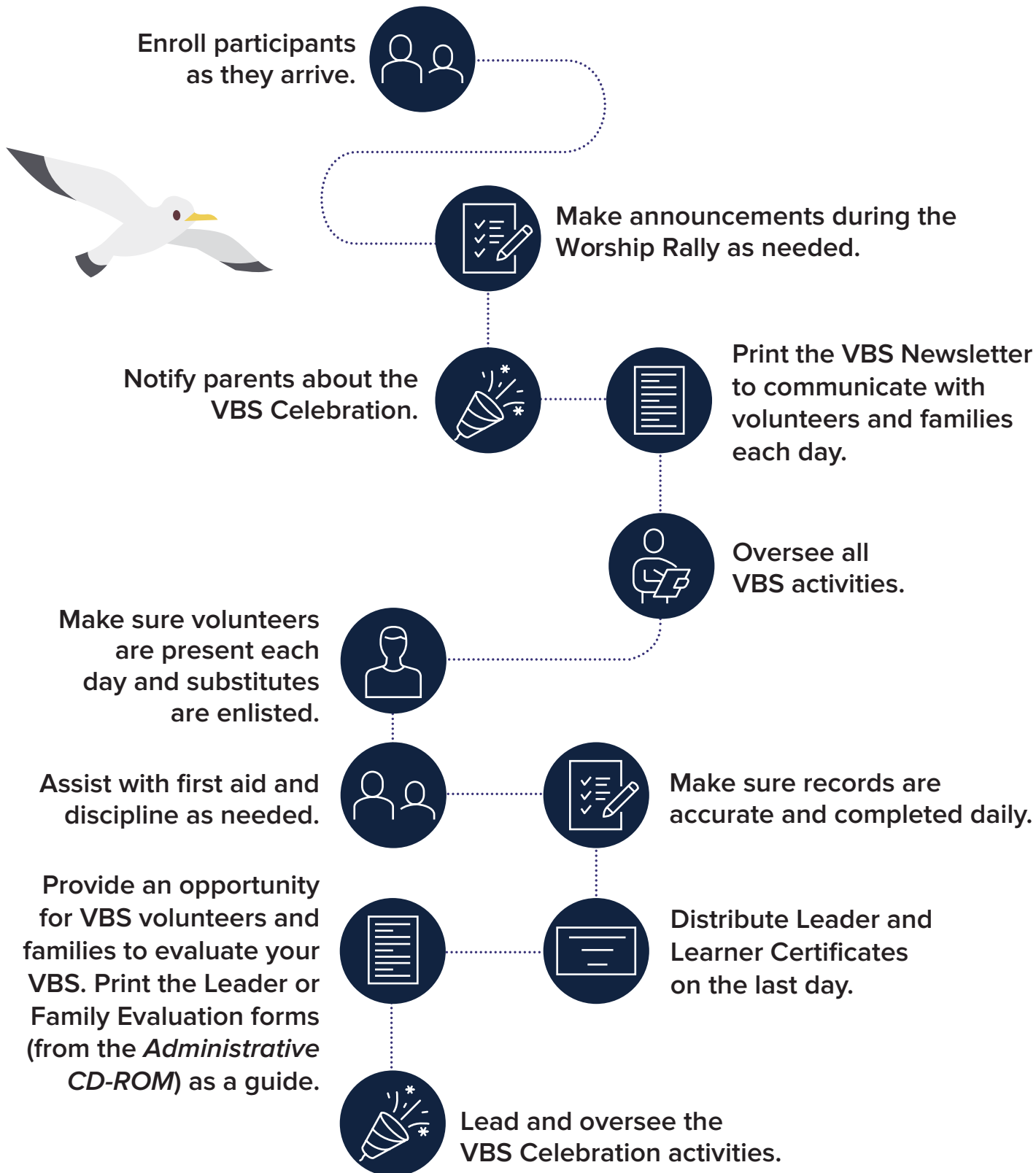


Decorate and set up all rooms.



# DURING VBS

Dates: \_\_\_\_\_



# AFTER VBS

Dates: \_\_\_\_\_

Contact the children who made decisions and their parents.



Continue to connect with VBS guests. See the *Administrative Guide* for tips.



Collect, return, and store supplies.



Provide a summary of VBS evaluation forms for the pastor and staff members.



Fill out the VBS 2024 Church Report Form at [vbs.lifeway.com/churchreport](https://vbs.lifeway.com/churchreport).



Return the church to its original arrangement.



Express appreciation to all volunteers with leader appreciation gifts/events.



Follow up with participants and families.

