

**Children's Ministry  
Six-Month Development Calendar**

Event Area	Not Applicable	Completed
<b>SIX Months Before Launch</b>		
1. <b>PLANNING MEETING</b> – The vision, goal, scope, curriculum, activities, personnel, supplies, and date for the event will be established. A list of delegated responsibilities will also be made.		
a. <b>Vision</b> – How does this event fit into church's vision?		
b. <b>Goal</b> – What do you want to accomplish as a result of this event? When the event is over, what do you want people to say? <b>Parent:</b> <i>"I'm so glad my child experienced this, because now he/she..."</i> <b>Child:</b> <i>"I'm so glad I experienced this, because now I..."</i>		
c. <b>Scope</b> – What ages are involved; how long will it last; and what facilities will be used?		
d. <b>Facility</b> – Will this event be on the church campus, or off campus?		
e. <b>Production</b> – Will there be actors, singers, dancers, performers, on-stage, off-stage activities?		
f. <b>Curriculum</b> – What will be used to accomplish the goal? Printed curriculum; if so, whose? Self-created curriculum; if so, who creates it? Scripts? Discussion questions?		
g. <b>Activities</b> – What will the children, parents and team members do? Who plans, and supervises the activities?		
h. <b>Personnel</b> – Will this event be run by the CM team; or are there others who need to be recruited, contacted, or trained?		
i. <b>Supplies</b> – Will you use the "standard" CM supplies; or do you need to build, buy, or order props or supplies in advance?		
j. <b>Budget</b> – Is this event's costs within the budget? Will this event's costs be "absorbed" by the budget, or will you charge a fee for the event to offset the costs? If you charge a fee, how much will it be? Will there be a "scholarship" fund available to those who can't afford it?		
k. <b>Date</b> – Set a date for the event based on previous experiences, or the church calendar.		
l. <b>Delegated Responsibilities</b> – A list of all of the responsibilities for executing the event with people who will accomplish those tasks and deadlines for the tasks.		
m. <b>Vendors</b> – Discuss any outside vendors that will be used (food, equipment, talent, etc.)		

**Notes:**

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<b>FIVE Months Before Launch</b>		
1. <b>Facility Reservation</b> – Complete the necessary Facility Requests. If the event will utilize facilities other than the church facility, complete the necessary reservation forms.		
a. Facility request for planning meetings		
b. Facility request for rehearsals		
c. Facility request for event use		
d. Facility request for review meeting		
e. Facility request for exterior lighting (if needed)		
f. Facility request for exterior electricity (if needed)		
2. <b>Production Plans</b>		
a. Actors – existing actors, or auditions?		
b. Script – purchased, written, approved?		
c. Dancers – existing dancers, or auditions?		
d. Singers – existing singers, or auditions?		
e. Performers – existing performers, or auditions?		
f. Props – existing or made?		
g. Costumes – existing or made?		
h. On-stage activities?		
i. Off-stage activities?		
j. Custom song – Begin creating song & choreography - deadline 3 months prior to event		
3. <b>Activities Checkup</b>		
a. Plans complete		
b. Activity leaders invited		
c. Supply list completed		
4. <b>Personnel Checkup</b>		
a. Recruiting plans identified		
b. Team jobs/responsibilities identified and described		
c. Team leader possible candidates identified		
5. <b>Supply Checkup</b>		
a. Supply list completed		
b. Supply purchase / preparation responsibilities delegated		
6. <b>Tech Notification</b> – Complete the necessary Tech Requests, and communicate with Mike Smith and/or others regarding:		
a. Video needs – Promo video, video rehearsal/performances, images during performance, DVD creation		
b. Rehearsal needs Sound needs – Microphones, audio tech available for rehearsals Lighting needs – Lights adjusted, lighting tech available for rehearsals Video needs – Practice during rehearsals – film for promo video		
c. Promotion needs - Produce promo video and plan to show during services		
d. Production needs Sound needs – Microphones, audio tech available for performances Lighting needs – Lights adjusted, lighting tech available for performances Video needs – Live camera display on screens and recording during performances On screen images during performances		
e. DVD Production – Editing, producing, copying, selling DVD of event		

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7. <b>Design Notification</b> – Give Design an advance notification of the print and design needs for the event.		
a. Design request for marketing?		
b. Design request for logo?		
c. Design request for team shirts?		
d. Design request for ID badge lanyards?		
e. Design request for props?		
f. Design request for screen images?		
g. Design request for signs (direction, stanchions, etc.)		
8. <b>Vendors Reserved</b>		
a. Confirmed dates		
b. Confirmed set up, clean up times		
c. Confirmed needs (electrical, space, lighting, parking, etc.)		
9. <b>Budget</b>		
a. Purchase Orders completed and submitted		
b. Donations considered?		
10. <b>Church Calendar</b> – Make sure the event is on the master calendar		
11. <b>Pastor Invitation</b>		
a. Invite the pastor to participate in the event		
b. Invite all associate pastors to participate in the event		

Notes:

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<b>FOUR Months Before Launch</b>		
<b>1. Production Checkup</b>		
a. Auditions for actors, dancers, singers, performers advertised		
b. Rehearsal schedules created		
c. Tech needs for rehearsals confirmed?		
d. Props requested (Design or personal)		
e. Costumes requested		
<b>2. Personnel Checkup</b>		
a. Recruiting plans confirmed (print, platform, etc.)		
b. Team leader candidates invited		
<b>3. Design Checkup</b>		
a. Confirm needs (marketing, logos, shirts, ID lanyards, props, screen images, signs)		
b. Confirm completion deadlines		
c. Confirm delivery / pick up plans		

**Notes:**

Event Area	Not Applicable	Completed
<b>THREE Months Before Launch</b>		
1. <b>Facility Checkup</b> - Facilities for rehearsal confirmed (Facility Requests adequate?)		
a. Rehearsal room use?		
b. Exterior lighting?		
c. Exterior electricity?		
2. <b>Production Checkup</b>		
a. Overview of production sent to singers, actors, dancers, performers (and parents)		
b. Rehearsal schedule sent to singers, actors, dancers, performers (and parents)		
c. Props present or promised?		
d. Costumes present or promised?		
e. Custom song track recordings distributed to singers/dancers		
f. Non-custom songs chosen		
g. Choreography distributed to singers/dancers		
h. Song slides with words received		
i. Scripts ready		
3. <b>Curriculum Checkup</b>		
a. Curriculum purchased/ordered or created		
b. Discussion questions ready		
4. <b>Personnel Checkup</b>		
a. Team leaders chosen and trained		
b. Personnel process/policies/procedures completed		
5. <b>Supply Checkup</b>		
a. Supplies being purchased/organized		
b. Adjustment to supply list?		
6. <b>Tech Checkup</b>		
a. Event sound, lighting, video needs all reviewed and confirmed		
b. Promo video (filming and editing) confirmed (if applicable)		
c. Rehearsal times confirmed (sound and light tech present?)		
d. Video team for rehearsals confirmed		
7. <b>Budget</b>		
a. Purchase Orders and receipts organized		
b. Event totals being tracked		
8. <b>Ushers</b> – Communicate with ushers regarding needs for the event.		
9. <b>Security</b> – Communicate with the security director regarding needs for the event.		
a. Security presence in parking lot?		
b. Security presence in outside areas?		
c. Security presence in inside areas?		
10. <b>Parking</b> – Communicate with the parking director regarding needs for the event.		
a. Projected number of cars		
b. Times of the event		

**Notes:**

Event Area	Not Applicable	Completed
<b>EIGHT Weeks Before Launch</b>		
1. <b>IDEA MEETING</b> – Overview meeting with team leaders, directors, writers, production coordinators, etc.		
2. <b>Facility Checkup</b>		
a. All reservations approved? (room use, electricity, lighting, etc.)		
b. Reserved facilities adequate?		
3. <b>Production Checkup</b>		
a. Rehearsals begun (actors, singers, dancers, performers)		
b. Pops present?		
c. Costumes present?		
4. <b>Activities Checkup</b>		
a. Activity leaders trained		
b. Supplies ordered		
c. Activity procedures created/printed		
5. <b>Personnel Checkup</b>		
a. Begin recruiting event personnel (print, platform, etc.)		
b. Team leaders ready to meet with personnel		
c. Team wear / ID badges designed and ordered		
6. <b>Tech Checkup</b>		
a. Event sound, lighting, video needs all reviewed and confirmed		
b. Promo video (filming and editing) confirmed (if applicable)		
c. Rehearsal sound, light, and video presence confirmed		
7. <b>Vendors Checkup</b>		
a. Vendor reservation confirmed		
b. Correct plans (set up, operation, clean up, etc.) from vendor perspective?		
c. Cost and payment plans confirmed		
8. <b>Pastor / Admin Checkup</b>		
a. Pastor invited		
b. Associate pastors invited		
c. Consider pastor greeting or participation at event		
<b>SEVEN Weeks Before Launch</b>		
1. <b>Personnel Checkup</b>		
a. Recruiting status – still need more people?		
b. Team members cleared (fingerprints, background checks, MQs completed)		
c. Training scheduled		
2. <b>Design Checkup</b>		
a. Confirm Design plans / needs (marketing, logos, shirts, ID lanyards, props, screen images, signs)		
b. Confirm completion deadlines		
c. Confirm delivery / pick up plans		

Notes:

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<b>SIX Weeks Before Launch</b>		
1. <b>PRODUCTION MEETING</b> – A meeting to confirm readiness of props, facilities, tech, maintenance, custodial, security, production needs, and Design.		
<b>FIVE Weeks Before Launch</b>		
1. <b>Production Checkup</b>		
a. Rehearsals progressing well?		
b. Props and costumes working well?		
c. Tech working well?		
2. <b>Personnel Checkup</b>		
a. Team training taking place		
b. Team leaders involved in team preparation		
<b>FOUR Weeks Before Launch</b>		
1. <b>CHECK-UP MEETING</b> – Finalize props, requests, add reminders, check-up on everything.		
2. <b>Ushers Checkup</b> – Are your usher needs covered?		
3. <b>Security Checkup</b>		
a. Parking lot covered?		
b. Outside areas covered?		
c. Inside areas covered?		
4. <b>Parking Checkup</b> – Parking lot covered?		

Notes:

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<b>THREE Weeks Before Launch</b>		
1. <b>Facility Checkup</b> (room use, electrical, lighting, etc.)		
a. Maintenance – sprinklers turned off for event (if outside is being used)		
b. Custodial – extra trash cans requested		
2. <b>Curriculum Checkup</b>		
a. Curriculum in hand and ready		
b. Discussion questions finished		
3. <b>Personnel Checkup</b>		
a. All personnel orientation / prayer meeting scheduled		
b. Team wear / ID badges ready		
4. <b>Supply Checkup</b>		
a. Supplies received, organized, and ready		
b. Supply distribution / organization plan ready		
5. <b>Tech Checkup</b>		
a. Event sound, lighting, video needs confirmed		
b. Rehearsal / setup times confirmed		
6. <b>Design Checkup</b>		
a. Props completed?		
b. Team shirts completed?		
c. ID lanyards completed?		
d. Screen images completed?		
e. Signs completed (direction, stanchion)?		
<b>TWO Weeks Before Launch</b>		
1. <b>FULL PRODUCTION MEETING</b> – All parties involved to run through entire event, answer questions, and make sure there are no changes.		
2. <b>Activities Checkup</b>		
a. Activity leaders ready		
b. Supplies ready		
c. Procedures ready		
3. <b>Vendor Checkup</b>		
a. Arrival, setup, and cleanup times confirmed		
b. Cost and payment plan confirmed		
4. <b>Pastor Checkup</b>		
a. Confirm pastor availability or not		
b. Confirm associate pastors availability or not		
c. Confirm pastor involvement or not		

Notes:



Event Area	Not Applicable	Completed
<b>ONE Week Before Launch</b>		
1. <b>Facility Checkup</b> – Everything set and ready?		
2. <b>Production Checkup</b> – Everything ready?		
3. <b>Curriculum Checkup</b> – Everything prepared?		
4. <b>Activities Checkup</b> – Everything ready?		
5. <b>Personnel Checkup</b> – Everyone ready? (Send short email)		
6. <b>Supplies Checkup</b> – Everything ready?		
7. <b>Tech Checkup</b> – Everything confirmed? (Send short email)		
8. <b>Design Checkup</b> – Everything received and ready?		
9. <b>Vendor Checkup</b> – Everyone confirmed? (Send short email)		
10. <b>Pastor Checkup</b> – Everyone confirmed? (Send short email)		
11. <b>Usher Checkup</b> – Everyone confirmed? (Send short email)		
12. <b>Security Checkup</b> – Everyone secured? (Send short email)		
13. <b>Parking Checkup</b> – Everyone secured? (Send short email)		
<b>Day of The Event</b>		
1. <b>Arrive early</b> enough to check on facilities and setup		
2. <b>Pray</b> with your entire event team beforehand		
3. <b>Overflow encouragement</b> and support to your leaders and team during the event		
4. <b>Make notes</b> of things that might need to be adjusted for next time		
5. <b>Be available</b> to assist and support as needed		
6. <b>Take pictures</b> of team members' interactions with people and children for appreciation show		
7. <b>Thank the Lord</b> for His protection, wisdom, and provision!		

Notes:

Event Area	Not Applicable	Completed
<b>After The Event</b>		
1. <b>FOLLOW-UP MEETING</b> – follow up with pertinent people for future ideas, etc.		
2. <b>Goal Review</b>		
a. Was the goal reached?		
b. What could have been done to improve the goal's satisfaction?		
3. <b>Facility Review</b>		
a. Lessons learned?		
b. Improvements in facility use?		
4. <b>Production Review</b>		
a. Lessons learned?		
b. Improvements in planning, rehearsal, tech, etc.?		
5. <b>Curriculum Review</b>		
a. Lessons learned?		
b. Improvements in planning, printing, training, use of, etc.?		
6. <b>Activities Review</b>		
a. Lessons learned?		
b. Activities repeated?		
c. Improvements in communication, plans, supplies, team, etc.?		
7. <b>Personnel Review</b>		
a. Lessons learned?		
b. Improvements in recruiting, training, supervision, etc.?		
8. <b>Supply Review</b>		
a. Adequate supplies?		
b. What was learned regarding supply purchase, organization, or use?		
9. <b>Tech Review</b>		
a. Lessons learned?		
b. Improvements in communication, preparation or presentation?		
10. <b>Design Review</b>		
c. Lessons learned?		
d. Improvements in communication, requests, etc.?		
11. <b>Vendor Review</b>		
a. Satisfied with vendors? Future use?		
b. Lessons learned?		
c. Improvements in communication, payment, set up, etc.?		
12. <b>Budget Review</b>		
a. Lessons learned?		
b. Improvements / increases for next time?		
13. <b>Pastor Involvement Review</b>		
a. Lessons learned?		
b. Ways to increase pastor involvement?		

**Notes:**