

## Vacation Bible School Meeting Schedule 2017



August 14th through August 19<sup>th</sup> – 6:00 to 8:15PM

Meeting Description	Location	Date	Time	Comments
Preview Meeting (SPECIAL OUTREACH MEETING)	Schoolhouse	Tuesday, April 4th	7:00 pm to 9:00 pm	<ol style="list-style-type: none"> <li>1. Select Leaders</li> <li>2. Preview VBS DVD</li> <li>3. Confirm Meeting Schedule</li> <li>4. Select Team Names</li> </ol>
Initial Planning Meeting	Ed. Bldg. Kitchen	Monday, May 22nd	7:00 pm to 9:00 pm	<ol style="list-style-type: none"> <li>1. Decisions on crafts, snacks</li> <li>2. Map out venue sites</li> <li>3. Begin Ordering Supplies</li> </ol>
Second Planning Meeting	Ed. Bldg. Kitchen	Monday, June 26th	7:00 pm to 9:00 pm	<ol style="list-style-type: none"> <li>1. Leader Updates</li> <li>2. Inventory Available Crew Leaders</li> <li>3. Distribute marketing material (if any)</li> </ol>
Final Planning Meeting (during Outreach meeting)	Schoolhouse	Tuesday August 1st	7:00 pm to 9:00 pm	<ol style="list-style-type: none"> <li>4. Leader updates</li> <li>5. Inventory decorations</li> <li>6. Plan shopping list</li> </ol>
Work Meeting	Schoolhouse	Saturday, August 5th	9:30 am to?	<ol style="list-style-type: none"> <li>1. Leader updates</li> <li>2. Begin creating scenery for venues.</li> </ol>
VBS Setup	All Buildings	Friday, August 11th	9:00 am to?	Create scenery and begin setting up
VBS Setup	All Buildings	Saturday, August 12th	9:00 am to?	Create scenery and begin setting up
VBS Setup (if Needed)	All Buildings	Sunday, August 13th	1:00 pm to?	Finalize set up
<b>VBS (the time has come – go live)</b>	<b>All Buildings</b>	<b>Mon to Friday, August 14th to August 19th</b>	<b>5:00 pm to 8:30 pm (time for volunteers)</b>	<b>THIS IS IT!</b>
VBS Breakdown	All Building	Monday, August 22nd	9:00 am to?	Take it down and put it away --- UNTIL NEXT YEAR