

VBS Planning Timeline

**6-9
Months
Before
Your VBS**

- Begin praying for your VBS program. You may want to organize a prayer team.
- Choose your dates and time for your VBS. Put them on the church calendar.
- Choose a VBS Director.
- Choose a VBS Theme.
- Purchase your VBS Starter kit so you can begin planning.

**3-6
Months
Before
Your VBS**

- Set a budget for your VBS program.
- Recruit key leaders – Music, Snacks, Games, Bible story teacher.
- Plan publicity for your VBS.
- Put together lists of supplies you'll need.
- Order all of your publicity, decorating, leaders manuals and teaching supplies.
(VBS publishers stock a limited supply of items so they will not get caught with lots of leftovers – be sure to order the supplies you must have early.)

**2-3
Months
Before
Your VBS**

- Plan and schedule a VBS staff training meeting to be held 4 - 6 weeks prior to VBS.
- Begin recruiting additional leaders and support staff.
- Explore your church facilities to determine what areas you will need.
- Estimate your VBS enrollment. Use figures from Sunday school or last year's VBS.
- Order student supplies if you have not already done so.

**8 Weeks
Before
Your VBS**

- Begin publicity.
- Publish a list of supplies that your church members can donate.
- Plan your VBS schedule.
- Review leader, teacher and support staff roster – recruit additional workers, if needed.

**4-6
Weeks
Before
Your VBS**

- Begin pre-registration.
- Hold the scheduled VBS staff training meeting.
- Meet with key leaders.
- Check your registration weekly and order any extra supplies you may need.

**1 Week
Before
Your VBS**

- Dedicate your VBS program and staff during your church service.
- Put together class rosters from your pre-registered kids.
- Decorate your church for your VBS program.
- Review and check all details: schedule, signs, supplies.
- Assign a place and time for all VBS staff to meet for prayer before each day of VBS.

**During
Your VBS**

- Pray for God to move in the hearts of your children.
- Check with key leaders each day to see how things went.
- Have FUN!