

CALENDAR PLANNING CHECKLIST



What are the busy seasons for the families in your ministry? _____
(avoid scheduling events during these times) _____

Now, check off each item as you pencil in potential dates on your calendar...

- Big Events (Easter, Christmas, VBS, church-wide events, special or irregular Sundays, etc.)
- School Dates (first day/last day, Spring Break, winter break)
- Service Projects
- Just For Fun/Outreach
- Family Events
- Age specific (preschool playdates, preteen nights, etc.)
- Youth Ministry dates
- Look at your calendar visually. Are your events evenly distributed throughout the year?
- Do all of these events fit with your ministry vision statement and goals?
- Self high-five for planning out the year!

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