

# Planning Timelines and Checklists

## Connected Christmas Timeline and Checklist

NOTE: We've included some references to The *Connected Christmas* Celebration Event here, but you'll want to check the Celebration Event Timeline and Checklist (below) for specific details on planning the event. (Remember to give your Event Leader access to that timeline.)

### 2 Months Before *Connected Christmas*

- Set a date to begin *Connected Christmas* with the families in your church. You will want to begin the program 4 weeks before Christmas.
- Choose the date, time, and location for The *Connected Christmas* Celebration, an all-church family event. See the [Celebration Event Guide](#) for additional planning information.
- Review all the resources provided with *Connected Christmas*. Watch Episodes 1–4 Bible story videos and read the family activity ideas.
- Read [Ideas for Creating Family Kits](#) and decide how you'll provide the kits for your families. Make a list of any special supplies you plan to include in the kits. Begin ordering or purchasing these supplies.

### 6 Weeks Before *Connected Christmas*

- Start promoting *Connected Christmas* and The *Connected Christmas* Celebration to your church on social media and in person. See the [Introduction Video](#), [Live Event Announcement Script](#), and other [Promotional Helps](#) provided.
- Display *Connected Christmas* [Posters](#) and distribute [Fliers](#).
- Email or print and distribute [Parent Note—Introducing \*Connected Christmas\*](#) to let parents know about *Connected Christmas* and the Family Kits they will receive.
- Recruit volunteers for The *Connected Christmas* Celebration. See [Engaging Volunteers](#) in the [Celebration Event Guide](#).

### 5 Weeks Before Christmas

- Continue to promote *Connected Christmas* and The *Connected Christmas* Celebration. See all the [Promotional Helps](#) provided (posters, fliers, social media posts, Parent Notes, and more!).
- Email or print and distribute [Parent Note—Launching \*Connected Christmas\*](#).
- Optional: Begin this week to pass out physical kits to families attending in person.
- Check the timeline in the [Celebration Event Guide](#). Check in with your Event Leader to see where help is needed in planning for the event. If you are holding your event at the

beginning of December, this may be the time to be sure that everything is ready and that all families have been invited.

#### 4 Weeks Before Christmas

- Email or print and distribute Parent Note—Episode 1. Don't forget to include information on how parents can access the Episode 1 video and any resources you are providing digitally.
- If you are providing physical Family Kits, pass out kits to families attending in person or deliver the kits to homes early in the week.
- Schedule or post the Episode 1 social media images.

#### 3 Weeks Before Christmas

- Email or print and distribute Parent Note—Episode 2. Remind parents that they can view video Episode 2 and start the activities that go with that video.
- Pass out *Connected Christmas* Family Kits to families who haven't received them.
- Schedule or post the Episode 2 social media images.

#### 2 Weeks Before Christmas

- Email or print and distribute Parent Note—Episode 3. Remind parents that they can view video Episode 3 and start the activities that go with that video.
- Schedule or post the Episode 3 social media images.
- If you are using The *Connected Christmas* Celebration as a follow-up to the 4 weeks of *Connected Christmas* or as part of your Christmas Eve service, promote and remind families about the upcoming event. Work with your Event Leader to finalize setup for the event.

#### 1 Week Before Christmas

- Email or print and distribute Parent Note—Episode 4. Remind parents that they can view video Episode 4 and start the activities that go with that video.
- Schedule or post the Episode 4 social media images.
- If you are using The *Connected Christmas* Celebration as a follow-up to the 4 weeks of *Connected Christmas* or as part of your Christmas Eve service, remind families about the event.

## 1 to 2 Weeks After Christmas

- Email all families who participated in *Connected Christmas*. Thank families for being a part of *Connected Christmas*. Encourage them to continue connecting with each other and with God. Send each family a [Thanks for Coming Postcard](#).
- Be sure any new families know about your church's worship times and activities you have for children and families.
- Email and thank all volunteers who helped assemble or deliver Family Kits. Thank volunteers who helped with The *Connected Christmas* Celebration. Personal thank-you cards can encourage volunteers to help the next time you need help. Use the [Important Piece Postcards](#) provided.

## Celebration Event Planning Timeline and Checklist

### 2 Months Before the Event

- Choose the date, time, and location for your church's *Connected Christmas* Celebration.
- Read the [Celebration Event Guide](#) and explore all the resources provided.
- Begin to recruit your event volunteers, including an Event Leader. (You don't have to do this alone!) See [Engaging Volunteers](#) for a list of positions you may want to fill.
- Working with your Event Leader and other volunteers, decide which activities you'll use and order all the supplies needed. See the [Event Guide Supply List](#).

### 6 Weeks Before the Event

- Begin promoting The *Connected Christmas* Celebration using the [Promotional Helps](#) provided.
- Plan for families to preregister for the event. See [Event Preregistration](#).
- Determine the technical needs of your event. (Use the information found in [Engaging Volunteers](#).)
- Continue to recruit volunteers for the event.

### 4 Weeks Before the Event

- Continue promoting the event. Schedule or post additional [social media images](#).
- Confirm all volunteers and deliver job descriptions so volunteers know what they'll be expected to do. See [Engaging Volunteers](#).

### 3 Weeks Before the Event

- Continue promoting the event.

- Check that all supplies ordered have arrived or make final purchases. Work with the Supply Leader to organize all supplies needed for each activity planned.
- Contact all volunteers. Invite them to attend an all-volunteer meeting where they can ask questions and meet with other volunteers on their team.

## 2 Weeks Before the Event

- Hold an all-volunteer meeting to go over event details.

## 1 Week Before the Event

- Send an email to the families in your church, reminding them about the event.
- Post event reminders on social media and in your church bulletin.
- Check with your Tech Team. Be sure they know what sound, video, and lighting equipment will be needed. Provide all media files you need them to load.
- Ask the Tech Team to create a fun playlist for the event. Or use the [Connected Christmas Playlist](#).
- Set up and decorate for The *Connected Christmas* Celebration.

## The Day of the Event

- Finish any last-minute decorating and be sure the needed supplies are on tables.
- Set out drinks and food to be served.
- Confirm that all volunteers are in place.
- Open the doors 15 minutes before your event's start time. Have fun!

## After the Event

- Clean up and store any supplies that can be reused.
- Follow up with families (especially new families) and thank them for coming! Send each family a [Thanks for Coming Postcard](#).
- Thank your volunteers. Use the [Important Piece Postcards](#) provided.