

ADMINISTRATION

a master to-do list

If you've organized a lot of events, you already know they have recurring details. Rather than start from scratch each time, develop a master to-do list as a template. That way you can easily add, tweak, or subtract to-dos, and you're less likely to forget details. Organize it by timeline or by category.

For example: a Weekend Retreat

timeline format

SIX MONTHS OUT

- Secure location

THREE MONTHS OUT

- Secure vans and speaker

ONE WEEK OUT

- Confirm transportation
- Buy supplies

category format

PUBLICITY

- Church bulletin
- Youth ministry Web site
- Poster in the church lobby
- Facebook announcement
- Parents' meeting

GAMES

- Buy supplies
- Organize equipment

Have rule sheet available for all volunteer leaders