



# Big Send Off

## Detail Plan

### Event Checklist & Timeline

#### First Meeting (2-3 months before event)

Date:

- \_\_\_\_\_ Meet with S3 Headquarters and Elementary School Coordinator
- \_\_\_\_\_ Recruit/brainstorm for help with event. Use 4<sup>th</sup> grade parents to generate excitement for next year's BSO!
- \_\_\_\_\_ Consider possible dates. Typically from late March through May—avoiding Easter & Memorial Day weekends. What are the significant dates on your high school/middle school calendar that might interfere with the BSO?
- \_\_\_\_\_ Pray!

#### Second Meeting (2-3 months before the event)

Date:

- \_\_\_\_\_ Set event date
- \_\_\_\_\_ Set event times (add at least an hour for set up)
- \_\_\_\_\_ Set location (pick a rain location, if outdoors).
- \_\_\_\_\_ Establish a schedule for the event (see Sample Event Schedule in Planning Overview)
- \_\_\_\_\_ Talk about traffic flow (drop off, registration, meal, and pick up)
- \_\_\_\_\_ Decide on menu
- \_\_\_\_\_ Forward all info available to S3 Headquarters regarding your event
- \_\_\_\_\_ Assign responsibilities for each activity

|                             |                   |                            |
|-----------------------------|-------------------|----------------------------|
| <b>Lead Coordinator:</b>    | <b>Room moms:</b> | <b>Donations:</b>          |
| <b>Treasurer:</b>           | <b>Location</b>   | <b>T-Shirts:</b>           |
| <b>Calendar/Favors:</b>     | <b>Food:</b>      | <b>Invitations:</b>        |
| <b>Small Group Leaders:</b> | <b>Speakers:</b>  | <b>Prayer:</b>             |
| <b>Set up:</b>              | <b>Supplies:</b>  | <b>Name tags:</b>          |
| <b>Registration table:</b>  | <b>Clean up:</b>  | <b>Program (optional):</b> |



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### Third Meeting (6 - 7 weeks prior)

Date: \_\_\_\_\_

- \_\_\_\_\_ Confirm reservation for location, if needed. (Did you secure a rain location?)
- \_\_\_\_\_ Review traffic flow in detail (where will they park, enter, eat, breakout, etc)
- \_\_\_\_\_ Confirm/book the Keynote Speaker (gives talk to the Students)
- \_\_\_\_\_ Confirm/book the Parent Speaker (talks to the parents while the students are in their small groups).
- \_\_\_\_\_ Select and confirm your small group leaders. Get cell numbers and email addresses for each. Look carefully knowing that these middle and high school students will be role models for the 5<sup>th</sup> graders.
- \_\_\_\_\_ Select a caterer and finalize pricing, quantities, delivery, serving, etc.
- \_\_\_\_\_ Order Tshirt from S3 Headquarters. Confirm print lead times, be sure to order shirts for your volunteers, siblings, speakers, group leaders, etc.)
- \_\_\_\_\_ Complete the invitations, order from S3 Headquarters or copy invites. Purchase or place printing order for thank you notes.
- \_\_\_\_\_ Update donation progress. Continue soliciting for monetary donations and items to giveaway to students (tshirts, key rings, CD's etc.).
- \_\_\_\_\_ Confirm addresses and phone numbers for all students. Use the PTA Student Directory, class list and district list (from S3 Headquarters, for GCISD students only).
- \_\_\_\_\_ Decide if money will be pre-paid (for food) or taken at the event. Plan for adequate change and money storage during that time.
- \_\_\_\_\_ Update S3 Headquarters on all decisions made to this point.
- \_\_\_\_\_ Be intentional during this time to PRAY with your team for this event.
- \_\_\_\_\_ Choose the items that will be given as favors to students. (Be creative; journals, pens, cards with Bible verses, etc.)

### Three weeks prior

Date: \_\_\_\_\_

- \_\_\_\_\_ Call each student's parents (see sample scripts), tell them about your upcoming BSO and remind them to look for their invitation in the mail. Keep trying to reach the **parent** and speak to them personally, please don't just leave a message. *We have found that this personal contact increases your BSO attendance SIGNIFICANTLY!*
- \_\_\_\_\_ Order prayer journals and other favor items, if not already done.
- \_\_\_\_\_ Begin thinking of people who could act as photographers and videographers for your event.
- \_\_\_\_\_ Purchase business size envelopes, if not addressing the invitations directly.
- \_\_\_\_\_ Address the envelopes or invitations.  
*They must read: "To the parents of 5<sup>th</sup> grade student;s name here"*
- \_\_\_\_\_ Stuff envelopes, stamp invites.
- \_\_\_\_\_ Mail invitations 9-14 days before your event



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### Seven to nine days prior

Date: \_\_\_\_\_

- \_\_\_\_\_ Mail invitations (if not already done)
- \_\_\_\_\_ Mail confirmations to small group leaders, Student and Parent Speakers. Include suggestions on how to prepare (see our Small Group Leader suggestion sheet)
- \_\_\_\_\_ Confirm check in/check out procedure for students. Will parents be dropping off or attending, how will you identify each student?
- \_\_\_\_\_ Do you have 4<sup>th</sup> grade parents involved? Even if they haven't helped plan, invite as many as possible to promote next year's BSO!
- \_\_\_\_\_ Update S3 Headquarters of any changes.
- \_\_\_\_\_ Please pray for your event.

### Five to seven days prior

Date: \_\_\_\_\_

- \_\_\_\_\_ Call each student's parents to confirm RSVP (script provided) and determine students Tshirt size.
- \_\_\_\_\_ Design & print programs that include the event schedule and a list of sponsors/donors (optional).
- \_\_\_\_\_ Make all needed signs (directions, registration break ups, small groups etc)
- \_\_\_\_\_ Print small group lists for group leaders
- \_\_\_\_\_ Confirm your photographer(s) and videographer(s)
- \_\_\_\_\_ Walk the location again.
- \_\_\_\_\_ Please pray for your event.

### Three to five days prior

Date: \_\_\_\_\_

- \_\_\_\_\_ Divide class lists into small groups. Try to intermix classes. May use either an alphabetical system or color-coded system. Boys and girls are in separate groups.
- \_\_\_\_\_ Have a meeting with all small group leaders to review expectations (will they assist in "games" during registration, are they prepared and understand what to speak about)
- \_\_\_\_\_ Assign 2-3, group leaders to each group (at least 1 high school and 1 middle school leader in each group, boys with boys and girls with girls)
- \_\_\_\_\_ Make all name tags (using different color name tags to identify groups can help students understand where they go for breakouts)
- \_\_\_\_\_ Review each class list for students who have RSVP'd. Verify that you have all needed information (food, shirt size, # of parents and siblings attending etc.)
- \_\_\_\_\_ Purchase all food and/or drinks (if not be provided by a caterer)
- \_\_\_\_\_ Purchase all paper goods and other supplies
- \_\_\_\_\_ Purchase stamps to mark hands to show they've paid and can eat
- \_\_\_\_\_ Please pray for your event.



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### One to three days prior

Date: \_\_\_\_\_

- \_\_\_\_\_ Call each student to remind them of the event and to generate excitement
- \_\_\_\_\_ Pick up Tshirts from Advanced Online
- \_\_\_\_\_ Pick up items from Headquarters (Bibles, curriculum samples, signs, banner, Calendars, etc.)
- \_\_\_\_\_ Contact caterer (if applicable) with a final headcount (remember to include small group leaders and volunteers)
- \_\_\_\_\_ Remind prayer team./MITS of event date for prayer.
- \_\_\_\_\_ *Check weather for the day of the event*

### Day of Event

Date: \_\_\_\_\_

- \_\_\_\_\_ Confirm weather and implement rain-out plan if necessary
- \_\_\_\_\_ Ice drinks, if necessary
- \_\_\_\_\_ Purchase balloons, if desired
- \_\_\_\_\_ Pick up food, if not being delivered
- \_\_\_\_\_ Pay speakers, if necessary
- \_\_\_\_\_ Meet separately with small group leaders to pray, hand out name tags, and answer any questions
- \_\_\_\_\_ Set up sign in tables (registration area).
- \_\_\_\_\_ Set up food serving area
- \_\_\_\_\_ Tie up balloons and signs
- \_\_\_\_\_ Hang posters
- \_\_\_\_\_ Make sure there are ample trash receptacles
- \_\_\_\_\_ Gather all supplies and leave area clean after the event

### Up To Seven Days After

Date: \_\_\_\_\_

- \_\_\_\_\_ Write each speaker a thank you note
- \_\_\_\_\_ Write each small group leader a thank you note
- \_\_\_\_\_ Make and deliver thank you gifts to major sponsors
- \_\_\_\_\_ Complete BSO Feedback Form and return to S3 Headquarters
- \_\_\_\_\_ Return borrowed items to S3 Headquarters