



YOUTH EASTER PARTY PLANNING CHECKLIST



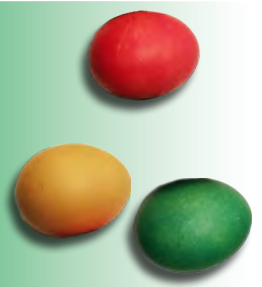
Print this Easter Party Planning Checklist and put it in an inexpensive plastic binder to keep everything together. This makes it easy for you to keep everything in one place and it also makes it easier to pass on the planning task next time to someone else. As you plan, put all your receipts, planning notes, grocery lists, and everything else related to the party in the binder. You can even add photos and evaluation notes after the event so you can easily remember what worked well and what to do differently next time.

Planning the Party

- Who is involved?** Who needs to be involved in the planning? (i.e. family, parents, youth workers, youth, pastoral staff, others?)
- Roles:** What are the roles in the planning and preparation for the Easter Party and who will be responsible for each role?
 - **Chaperons:** A good rule of thumb is to have one chaperon (parent/youth pastor/leader) for every eight youth that attend. (Some groups may require more or less supervision)
 - **SpecialGuests:** Are there to be Special speakers / special items or programs utilizing outside people?
 - **First Aid:** Someone trained in first aid or medicine
 - **Food:** Coordinates food and snacks
 - **Photographer** and/or **videographer**
 - **Leading Games:** Helps plan and conduct activities
 - **Greeter:** Welcomes Guests as they arrive
 - **Cleanup:** Helps coordinate cleanup
 - **Others?**
- Time and date?**
- Venue or location?**
 - If you are planning an Easter Egg Hunt as part of your Easter Party you will need to have a place with lots of nooks and crannies to hide eggs. A large flat soccer field or a school gym do not offer enough interesting places to hide eggs.
 - How many youth are expected?
 - Can the venue accommodate the numbers?
 - Reservation of Venue?
 - Directions to the venue? Is it difficult to find?
 - Is there a map available?
 - About how long will it take travel there?
 - Are there any transportation requirements? Contact numbers?
 - Parking space? Drop off and pick-up point for parents?
 - Storage of schoolbags and belongings, game props and sports equipment

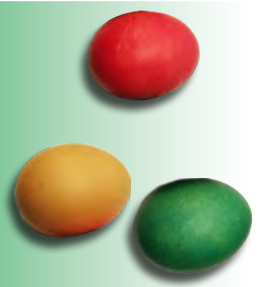


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- What are the venue management contacts / details?
 - Costing?
 - If you are using a venue other than your own, doing an on site inspection in advance will help you better prepare for Easter games and activities.
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- ❑ **Purpose:** What is the purpose for the Easter party? Is it evangelistic? In appreciation? A simple celebration? To reach out to the community? To help the needy?
 - ❑ **Target group:** Who is the target group for the Easter Party? Who do you want to attend the Easter Party? (age group, Christians / seekers, friends of youth, parents, youth workers, community, etc.)
 - ❑ **Brief Description:** Write a clear description of the Party and its goals.
 - ❑ **Theme:** What is the theme for the Easter Party?
 - ❑ **Official Name:** What is the official name of the Easter Party? Does the name clearly communicate the purpose and content?
 - ❑ **Mood:** Is it joyous, contemplative, worshipful, high energy, relaxed? Casual or formal? Sit down or stand around?
 - ❑ **Rules:** What Rules will be enforced?



Easter Party Finances

- ❑ What's the expected actual cost?
- ❑ What is the budget for the Youth Easter Party?
- ❑ What is the cost to participants if any?
- ❑ Does the cost change for early or late sign-ups?
- ❑ When is payment for the Easter Party due?
- ❑ If there is a fee, are there scholarships available for those that are financially struggling?
- ❑ Do participants need to bring anything / supply anything?
- ❑ Are there sponsors / sources of supplies or food for the Easter Party? Will parents or church members make contributions of Easter snacks and food?

Publicity

- ❑ Coordinate your Youth Easter Party with the church as a whole.
- ❑ Who will you need to coordinate with?
- ❑ How will the Easter Party fit into the overall schedule of Church activities?





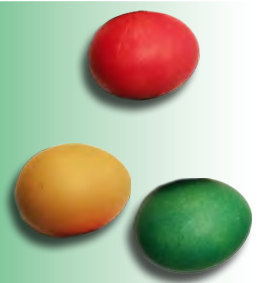
- Will it be part of the overall church Easter plan or separate?
- Does it complement the Church Easter theme or focus?
- Will there be duplication with other events?
- Should some parts of the Easter party be jointly organized?
- Will there be conflicts of manpower and facilities?
- Is your planned date for the Easter Party on the overall church calendar?
- Promotional fliers
- Church Bulletin Announcement
- Pulpit Announcement
- Is it on the youth Calendar?
- Invitations - Your invitations should state the starting and ending time of your Easter party and should mention the food you will be serving. And don't forget to include a map or directions to get to the venue, especially for first timers. You also will want to include any cost and indicate whether or not participants should bring something, and appropriate attire. The more details you give, the better.
- Sign-up form / Permission slips
- Postcards to invite friends
- Posters / Bulletin Boards
- Website / emails
- Local newspaper
- Facebook



Decorations

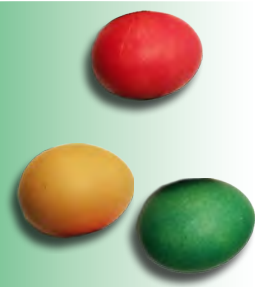
- Schedule some time to do some cleaning of the Easter party venue
- Party Favors, hats, noise makers, nametags, Easter baskets
- Decorations for your Easter table
- Room Decorations
- Colored Eggs
- Lilies
- Cross
- Add a few colored eggs to plastic grass used to fill Easter baskets to make a great table decoration
- Whatever is needed to fix the decorations in place. (tape, thumb tacks, nails, etc.)
- Do you have enough spare extension cords, batteries for powered decorations?
- Colored balloons and streamers make simple yet effective decorations at any party. Sprinkle confetti on tables for an added touch
- Fruit centerpieces are not only effective, but also practical and healthy snacks.

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Party Favors

- A small piece of cloth or netting filled with a few Jelly Beans or Hershey's kisses and tied with a bow are not only inexpensive, but they are a nice way to say thank you to yourh for coming to the party. Add a small hand written card for a personal touch.

Signage

- Do you need any special signs or printed directions for the participants? These include things like welcome signs, Registration, Entrance, Rules, Reserved Seats, name cards at a dinner table, banners, Advertisements and Promotions for upcoming youth events and activities, Directions to the restroom, etc.

Equipment

- Are the tables and chairs available at the venue sufficient for participants and the food?
- Sound system? CD player, iPod with a playlist?
- Special lighting?
- Special equipment?
- Materials and resources for games?
- Requisition forms for supplies, Checkout / return out form for any equipment or supplies that are borrowed?

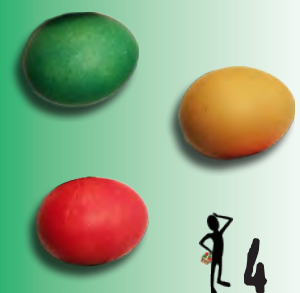
Music

- Choose selections of music fitting your theme and program
 - o Music for mingling of guests
 - o Music for the meal
 - o Music for Games



Save the Memories

- Guest Book
- Buy blank videos to record Easter TV shows and films.
- Make sure your camcorders and cameras are in working order and filled with fully charged batteries and film or tape. Have extras if needed.
- If using a digital camera, make sure the memory card is empty.
- Be sure to have someone assigned to take photos and video of the event. They make great Easter Party souvenirs.
- Another great idea is to put disposable camera's at tables or in various locations around the party with a note on them saying "USE ME!"
- Flickr or Facebook account for immediate uploads





Non-Perishable Goods

- Toilet paper
- Trash Bags
- Colored Paper plates
- Disposable Table Cloths
- Plastic spoons, forks, knives, serving utensils
- Plastic cups
- Easter Napkins
- Serving platters, party trays, bowls, etc

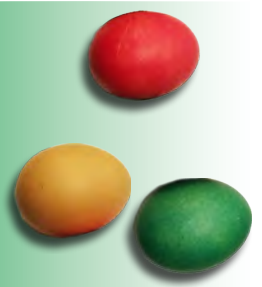


Food and Snacks

- Number of guests?
- Clear out your pantry, fridge, and cupboards to make room for Easter Goodies
- Inventory foods that you have on hand that can be used
- Make room in your freezer for items you can prepare in advance. (Waffles, muffins, sauces and chili freeze well.)
- Are there any special dietary requirements for guest that need to be catered to? (vegetarian, non-dairy, low fat, sugar free, food allergies. Ask ahead of time or on the registration form if there are any food issues or restrictions you should know about.
- Get out all your favorite recipes & make a shopping list of their ingredients. You may want a special folder for this. You can keep it from year to year. Make your grocery list on an envelope. Put the coupons you'll be using inside the envelope.
- Consider healthy snacks like raw vegetables. Too many sweets will not only make guests sleepy but often leave them dehydrated.
- Plan your food and drink shopping list.
 - Drinks + Ice.
 - Easily replenished snacks
 - Crackers and Cheeses
 - Peeps
 - Jelly Beans
 - Colored Eggs
 - Salads
 - Cold Trays
 - Chocolates Rabbits and sweets
 - Grape Juice and Bread for Communion?
- Prepare as much in advance as you can. Some things can be stored in air-tight containers, some things you can freeze.



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The Party Schedule

Things you might include on your schedule

- Icebreakers - Get lots of great Easter Icebreaker ideas at www.CreativeEasterIdeas.com
- Time for the mingling of guests
- Easter Party Games Get lots of great Easter Game ideas at www.CreativeEasterIdeas.com
- Devotional / Bible Study Message
- Time for eating
- Movie
- Closure
- If there is egg hunt, how will it be coordinated?



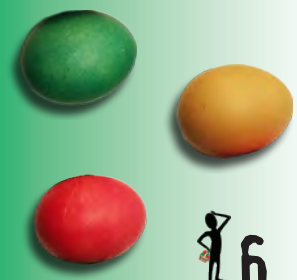
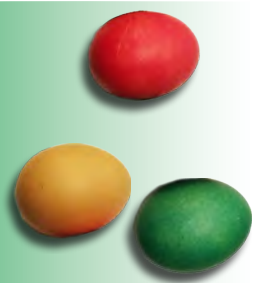
Before the Guests Arrive

- Set up the decorations according to your theme.
- Set up for games / activities
- If you are going to have an egg hunt, have guests bring easter Baskets or provide them for the guests. If guests bring their own, have a few extra for those who forget or have difficulty getting one.
- Test the sound system and Easter music. Start the music before the youth arrive so you can get in the holiday mood and can greet the youth at the door instead of rushing around to press “play” first.
- Set out the initial food and snacks and have refills for the various items ready to go.
- Go through the entire Party schedule. What resources are needed for each item on the schedule and who is responsible to make sure they are ready? You might indicate times as well.

After the Easter Party

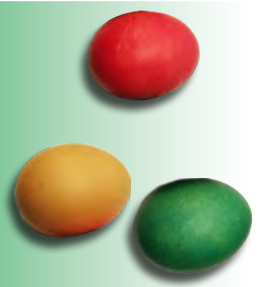
- See the youth off - Wait with the youth until parents arrive to pick them up. This is a great time to build relationships and also to get to know the parents a little better.
- Clean up - It's important to leave the hall or building in the same shape as you found it. Get the youth involved, but also arrange someone to help with the finishing details so you can spend time with the youth.
- Consider sending leftovers home with guests or freeze them so you're not tempted to personally binge on them or let them go to waste.
- Return rental or borrowed items
- Review and evaluate. Get feedback from others involved in the planning.
 - What worked well?
 - What could we have done differently?
 - What did we learn from this process to make the next one better?
 - Were there any incidents and steps can be taken to prevent

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similar incidents happening at future youth events.

- File a written event summary including any resources and suggestions for future planning of Easter Parties.
- Sort decorations and keep only what you love for next year.
- Note the items you would like or need to replace for next year. Save money buying them at post-Easter clearance sales.
- Store ALL holiday decorations, wrapping supplies, dinner and glassware together in the same location so you can easily find it next year.
- Send “thank you” cards to everyone who helped in any way
- Shop for Easter cards, Egg kits, baskets, ribbons, and other decorations to be used for next year.

Emergency Preparations

Any time you get a group of youth together there is a possibility of accidents. They will happen. So be prepared for them.

Emergency contact list

- Address and contact of nearest medical emergency aid? What is the most direct route from the venue?
- Fire, medical, and police department numbers
- Pharmacist
- Doctor
- Electricity and gas suppliers
- Emergency plumber
- What are the venue management contacts?
- Contact numbers for any transport arrangements?
- People responsible for major roles and duties? Include name, roles, contact numbers.

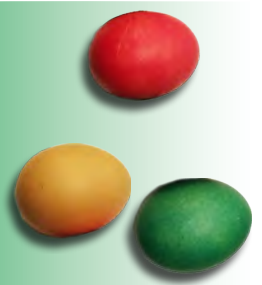


- Attendee list** - Name, contact number for parents, and permission slips if you are leaving the church premises. Keep the contact information together in a folder and available at all times in case of an emergency. Make a master copy and a standby copy.
- Contacts for Parents:** Prepare a contact list to be given to parents in case they need to contact you.
- Chain of Command** - who reports to whom, who makes final decisions?
- Troubleshoot**
 - Familiarize helpers with the layout of the venue - especially exits, potential problem areas or hazards.
 - What things could happen and how should they respond?
 - Are floor surfaces clear of trip hazards and electrical cords?
 - Are all helpers and volunteers easily identified with either a uniform, t-shirt, ID badge or cap?
 - Are Emergency/Fire exits clear of any obstructions and will they have adults monitoring them?





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- Where are first-aid supplies, fire extinguishers located?
- ❑ **Incident Report:** Create an 'Incident Report' form for any injuries, accidents or security breaches that occur during the Easter Party. Instruct helpers in how to complete the 'Incident Report' form for any injuries, accidents or security breaches that occur during the Easter Party and what information is needed. They need to get signatures of any eyewitnesses.
- ❑ **Cleanup:** Assign people in your team to be responsible for cleaning up any spills/ broken glass as soon as it happens?
- ❑ **Emergency transport:** Have people and vehicles on standby to travel with youth in case of emergency.
- ❑ Notify your neighbors about your party in advance so you don't surprise them.

Warnings

- ❑ NEVER overload sockets
- ❑ Be aware of any food allergies participants might have
- ❑ If you use candles make sure they are far away from anything flammable and carefully controlled. DO NOT light them until needed and then extinguish them as soon as they are no longer needed.
- ❑ ALWAYS turn off your stove when leaving the house even though you may just be popping to the shop for a few minutes.
- ❑ ALWAYS unplug heat producing appliances e.g. toasters, toaster ovens, electric kettles, electric frying pans and irons when not in use. On/off switches can fail
- ❑ If your gas oven flame goes out, ALWAYS remember to switch off the gas, open your windows, air the oven to allow the gas build-up to escape before re-lighting.

Sending Easter Cards or Invitations?

- ❑ Easter Cards / Invitations
- ❑ Mailing List of names and addresses
- ❑ Stamps



Remember those in Need

- ❑ Don't forget to give something or do something for someone less privileged. (Visit elderly neighbors, donate gifts or money to local hospitals and charities, etc and file receipts for charities with current year taxes.)

