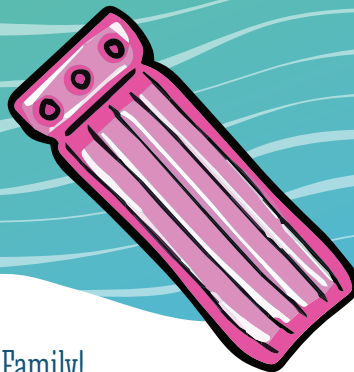




SUMMER JAM



A Summer Celebration BIG Enough for the Whole Family!

DIRECTOR CHECKLIST

6-8 WEEKS PRIOR TO EVENT:

- ☐ Select date, time, and location of your event.
- ☐ Determine your event budget.
- ☐ Select/schedule actors for the following roles: THE HYPE, Credible Host, Comic Host, and Tripp Daily (we suggest using adults for these particular roles).
- ☐ Select/schedule vocalists for your event (we suggest using adults and/or high school students).
- ☐ Select/schedule dancers for your event (we suggest using teenagers and/or upper elementary-age kids).
- ☐ Select/schedule a technical team (we suggest using adults and/or teenagers).
- ☐ Send out a rehearsal schedule to actors, vocalists, dancers and tech team (include a communication plan to the parents/guardians of kids involved in your event that details the time commitment involved).
- ☐ Identify and recruit lead volunteers who will begin recruiting people for their teams (see "Volunteer Teams" document for examples).
- ☐ Identify a marketing plan for your church and community (be sure to utilize provided promotional materials).
- ☐ Send any promotional pieces to printer (poster, banner, post cards, etc.).
- ☐ Determine décor for your stage (see "Create the Environment" document for ideas).
- ☐ Send actors the final script for Summer Jam.
- ☐ Send vocalists lyrics and tracks of songs you have selected.
- ☐ Send the dance team instructional videos of songs you have selected.
- ☐ Begin rehearsals with actors, vocalists and dancers (either bi-weekly or weekly).
- ☐ _____
- ☐ _____

4 WEEKS PRIOR TO EVENT:

- ☐ Display printed promotional pieces in your church and in your community where families naturally gather (*neighborhoods, restaurants, library, pools, etc.*).
- ☐ Purchase any props/costumes needed (see *"Getting Ready"* document for details).
- ☐ Purchase supplies for décor (see *"Create the Environment"* document for ideas).
- ☐ Continue recruiting volunteers (*as needed*).
- ☐ _____
- ☐ _____

3 WEEKS PRIOR TO EVENT:

- ☐ Set up an event page on Facebook for your event.
- ☐ Mail promotional postcards.
- ☐ Determine refreshments for your After Party. Remember, you can keep it simple (see *"Create the Environment"* document for ideas).
- ☐ Recruit photographer to capture images at your event.
- ☐ Continue to recruit volunteers (*as needed*).
- ☐ _____
- ☐ _____

2 WEEKS PRIOR TO EVENT:

- ☐ Hold volunteer training meeting.
- ☐ Utilize provided social media posts to promote your event.
- ☐ Place inserts in your church bulletin for the next two weeks.
- ☐ _____
- ☐ _____

1 WEEK PRIOR TO EVENT:

- ☐ Utilize provided social media posts to promote your event.
- ☐ Send out reminder email blast to your church families.
- ☐ Check-in with you volunteer team leaders.
- ☐ Meet with Technical Director to test all music, SFX, and video elements.
- ☐ _____
- ☐ _____

1 DAY PRIOR TO EVENT:

- ☐ Full Dress rehearsal with actors, vocalists, dancers and technical team.
- ☐ Touch base with volunteer team leaders to make sure they have everything needed.
- ☐ Set up Photo-Op area.
- ☐ Set up refreshment area for After Party.
- ☐ _____
- ☐ _____

DAY OF THE EVENT:

- ☐ Do a last-minute check of stage décor.
- ☐ Make sure props/costumes are backstage and in place.
- ☐ Gather for a time of prayer with your volunteers.
- ☐ Have fun!
- ☐ _____
- ☐ _____

WEEK AFTER EVENT:

- ☐ Evaluate and Reflect.
- ☐ Follow up with families who attended.
- ☐ Celebrate all of your amazing volunteers!
- ☐ _____
- ☐ _____