



Advent: Waiting for Jesus Christ

Preparation Timeline Checklist

Reach the conclusion of your event without missing a beat!

As soon as you have set a date for your intergenerational parish event:

- ☐ Share your plans with the parish staff to avoid scheduling conflicts or duplicate programs.
- ☐ Reserve the required spaces/rooms on the parish calendar.
- ☐ Contact maintenance personnel for setup and cleanup (such as unlocking and locking outside doors, and positioning chairs and tables).
- ☐ **Recruit volunteers.**

For general organization and setup, you will need

- ☐ one or two people to organize and oversee the event.
- ☐ one or two people to take pictures at the event.
- ☐ a suitable number of people to assist in setup and cleanup.

For the Prayer Service, you will need

- ☐ one person to prepare a sacred space.
- ☐ one person to lead the prayer service.
- ☐ six readers.
- ☐ musicians, liturgical dancers, or any other artists who would like to contribute their gifts.

For the Presentation and Take-Home Kits, you will need

- ☐ one person to lead the presentation.
- ☐ one or two people to prepare the Take-Home Kits.

For the Advent Wreath Activity Center, you will need

- ☐ volunteers to collect and coordinate materials before the event.
- ☐ two or more people to set up and assist participants at the event.

Continued on next page



Preparation Timeline Checklist (continued)

For the Advent Bingo Activity Center, you will need

- ☐ one person to serve as facilitator.
- ☐ one or two people to create and coordinate the cards and prizes ahead of the event.
- ☐ several “reading helpers” to assist younger children at the event.

For the John the Baptist Activity Center, you will need

- ☐ one person to lead the presentation.
- ☐ three actors to portray John the Baptist, the soldier, and the tax collector.
- ☐ a volunteer to coordinate costumes for the skit.
- ☐ volunteers to coordinate refreshments.
- ☐ volunteers to coordinate the coloring page.

For the Card-Making Activity Center, you will need

- ☐ one or two people to prepare cards and art supplies before the event.
- ☐ one or two people at the event to assist participants and keep supplies stocked.
- ☐ Arrange to meet with volunteers to explain their responsibilities.

In the weeks leading up to the event:

- ☐ Contact the people responsible for your parish mailings to ensure that notice of the event and the invitation to participate are sent to families.
- ☐ Prepare fliers advertising the event for distribution throughout the parish—on paper or by e-mail and through the parish Web site.
- ☐ Submit an announcement for inclusion in the parish bulletin.
(See sample provided.)
- ☐ Send a flier and a copy of your bulletin to local newspapers as well.
They may wish to include the information in their community calendars and may even write an article on or take photos of the event.
- ☐ Download the handouts and resources and use the document index to determine how many of each document will be needed.

Continued on next page



Preparation Timeline Checklist (continued)

- ☐ Meet with volunteers to allocate tasks and share information, including materials lists and document masters. Maintain a list of volunteers and their contact information.
- ☐ Make sure the actors in the John the Baptist skit receive their scripts and meet with the costume coordinator.
- ☐ Provide tax letters and instructions to people making purchases for the event.
- ☐ Provide a diagram of event areas to those in charge of setup.
- ☐ Establish an area where materials and resources for the event will be stored.

A few days before the event:

- ☐ Check with volunteer leaders to be sure that all is ready.
- ☐ Instruct leaders to check with their volunteers.
- ☐ Touch base with the maintenance personnel and volunteers responsible for setup and cleanup.
- ☐ Arrange to meet with the entire team one hour before the event for coordination and last-minute instructions.
- ☐ Pray that all goes well.

