



YOUTH CHRISTMAS PARTY PLANNING CHECKLIST

NOTES

Planning the Party

- Who is involved?** Who needs to be involved in the planning for the Christmas Party? (i.e. family, parents, youth workers, youth, pastoral staff, others?)
- Roles:** What are the roles in the planning and preparation for the Christmas 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**
 - **Leading Games**
 - **Greeter** that Welcomes Guests as they arrive
 - **Cleanup**
 - **Others?**
- Time and date?**
- Venue or location?**
 - 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?
 - What are the venue management contacts / details?
 - Costing?
 - If you are using another venue, doing an on site inspection in advance will help you better prepare for Christmas games and activities.
- Purpose:** What is the purpose for the Christmas 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 Christmas Party? Who do you want to attend the Christmas Party? (age group, Christians / seekers, friends of youth, parents, youth workers, community, etc.)
- Brief Description:** Write a clear description of the Christmas Party and its goals.
- Theme:** What is the theme for the Christmas Party?
- Official Name:** What is the official name of the Christmas Party? Does the name clearly communicate the purpose and content?
- Rules:** What Rules will be enforced?





NOTES

Christmas Party Finances

- What's the expected actual cost?
- What is the budget for the Youth Christmas Party?
- What is the cost to participants if any?
- Does the cost change for early or late sign-ups?
- When is payment for the Christmas Party due?
- Are there scholarships available?
- If there is a Christmas gift exchange, what is the price range for the participant's gifts?
- Are there sponsors / sources of supplies or food for the Christmas Party? Will parents or church members make contributions of Christmas snacks and food?

Publicity

- Coordinate your Youth Christmas Party with the church as a whole.
- Who will you need to coordinate with?
- How will the Christmas Party fit into the over all schedule of Church activities?
 - Will it be part of the overall church Christmas plan or separate?
 - Does it complement the Church Christmas theme or focus?
 - Will there be duplication with other events?
 - Should some parts of the Christmas party be jointly organized?
 - Will there be conflicts of manpower and facilities?
- Is your planned date for the Christmas 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 Christmas party and should mention the food you will be serving. And don't forget to include 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 a gift for a gift exchange and costing for such gifts.
- Sign-up form / Permission slips
- Postcards to invite friends
- Posters / Bulletin Boards
- Website / emails
- Local newspaper





NOTES

Decorations

- Schedule some time to do some cleaning of the Christmas party venue
- Party Favors, hats, noise makers, nametags
- Decorations for your Christmas table
- Room Decorations
- Christmas Tree + Tree Decorations
- Christmas Lights
- Candles
- Wreath / Evergreen branches
- Mistletoe
- Plants / Poinsettias
- 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?

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
 - Music for mingling of guests
 - Music for the meal
 - Music for Games

Save the Memories

- Guest Book
- Buy blank videos to record Christmas 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 Christmas 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!"





Non-Perishable Goods

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

Food and Snacks

- Number of guests?
- Clear out your pantry, fridge, and cupboards to make room for Christmas 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, etc)
- Get out all your favorite recipes & make a shopping list of their ingredients. You may want a special Red or green 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
 - Candy canes
 - Cookies
 - Salad
 - Cold Trays
 - Chocolates and sweets
- 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

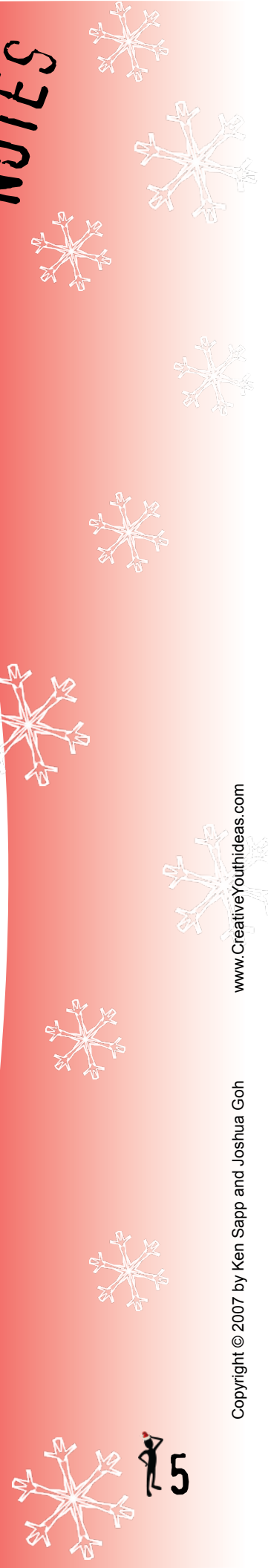
- Icebreakers
- Time for the mingling of guests
- Christmas Party Games
- Devotional / Bible Study Message
- Time for eating
- Movie
- Closure
- If there is a gift exchange, how will the exchange be coordinated?

Before the Guests Arrive

- Set up the decorations according to your theme.
- Set up for games / activities
- If you are going to have a gift exchange, have quite a few backups for those that forget or unexpected gifts. Try to insure that everyone gets a gift.
- Test the sound system and Christmas music
- 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.



NOTES





After the Christmas Party

- Clean up - It's important to leave the hall or building in the same shape as you found it.
- 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 similar incidents happening at future youth events.
- File a written event summary including any resources and suggestions for future planning of Christmas Parties.
- Take down tree and recycle if fresh.
- Throw out broken or damaged ornaments. 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-Christmas 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 greeting cards, wrapping paper, ribbons, ornaments, and other decorations to be used for next year.



NOTES





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?
 - 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 Christmas Party. Instruct helpers in how to complete the 'Incident Report' form for any injuries, accidents or security breaches that occur during the Christmas 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.

NOTES





Warnings

- NEVER overload sockets
- ALWAYS turn off Christmas tree lights when going out or going to bed
- NEVER let Christmas tree lights touch curtains or anything flammable
- For outdoor lighting ALWAYS use weatherproof bulbs and sockets
- When joining sets of light together, ALWAYS use proper connectors
- ALWAYS turn off your stove when leaving the house even though you may just be popping to the shop for a few minutes
- NEVER overload electrical circuits
- 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.

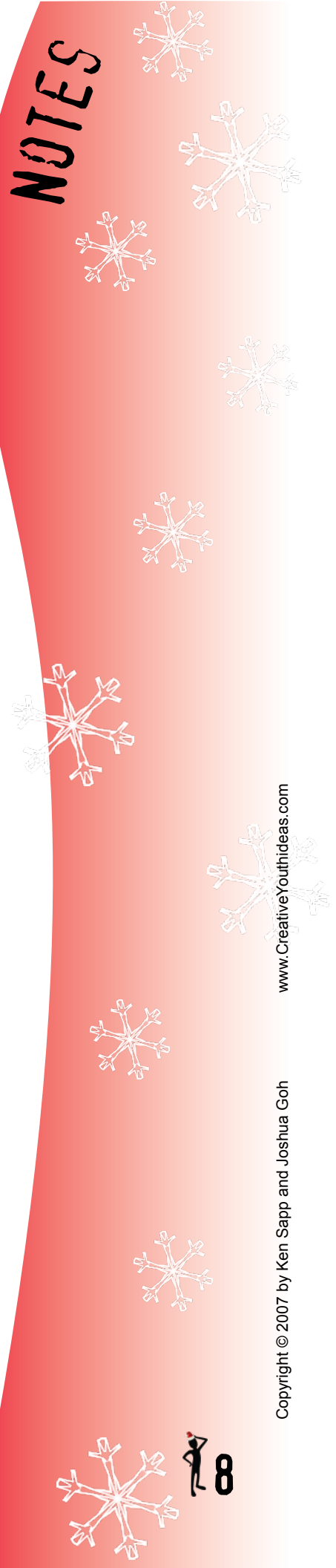
Sending Christmas Cards?

- Christmas Cards
- Mailing List of names and addresses
- Stamps

Giving Christmas Gifts?

- Make list of gift recipients
Keep a running wish list of gifts for people to whom you give gifts. Buying gifts throughout the year lets you benefit from sales as well as reduce the last-minute rush to shop.
- Set up a wrapping station basket with all wrapping supplies
 - Wrapping Paper
 - Bows
 - Boxes
 - Protective wrapping
 - Tape
 - Marker Pen
 - Address Labels
 - Gift tags
 - Return Address Label
 - Postage
 - Scissors
- Trip to Post office (Delivery time depends on wait so be sure to add a few days extra to ensure delivery in time for Christmas)
- Don't forget to insure items delivered by Post
- 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.)

NOTES





Get the Creative Youth Ideas Christmas Collection at Only **\$19.97**

This incredible ebook contains more than 200 Christmas Ideas (360 pages). Get all the icebreakers, game ideas, and devotions you need for your Christmas Party in one single collection.

- 24 Christmas Icebreakers
- 112 Christmas Games
- 11 Christmas Object Lessons / Creative Teaching ideas
- 24 Christmas Devotions and Food for Thought
- 15 Christmas Illustrations and Christmas Stories
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