

Youth Night Checklist

To Do

Advertise

- Email Youth and/or Parents
- Put blurb in bulletin
- Add Youth Night info to website
- _____
- _____

Safety

- Secure enough adult help
- Registration/Permission Forms
- Confirm food allergies
- _____
- _____

Space

- Reserve Youth Group Space
- Set up Youth Space
- _____
- _____

Supplies

- Purchase all needed supplies
- Purchase snacks and dishes
- Gather prizes
- Print agenda
- Prepare all other supplies
- _____
- _____

To Pack

Snacks (Important Stuff First!)

- Sweet Snack
- Salty Snack
- Drinks
- Cups
- Plates/Bowls
- Eating Utensils
- Napkins
- _____
- _____

Paperwork

- Registration/Medical Forms
- Sign-In Sheet
- Agenda
- Printouts for Activities
- Printouts for Games
- _____
- _____

Supplies

- Pens/Pencils
- Activity Supplies
- Game Supplies
- Game Prizes
- _____
- _____
- _____
- _____