**Residential Planning Timeline**

**www.churchyouthministry.com**

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Print this timeline out and stick it to your wall. The timescale is approximate. You may need to adjust it for your situation, for example if you need to book up your venue earlier. Ticking off as you do each one will allow you to tell at a glance what you need to do next and where you are behind schedule. There may be items that you need to do which aren't on the list – we have to book a ferry – but other items should remind you to do them.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item/Action** | **H-12 mths** | **H-6 mths** | **H-5 mths** | **H-4 mths** | **H-3 mths** | **H-2 mths** | **H-6 wks** | **H-4 wks** | **H-3 wks** | **H-2 wks** | **H-1 wk** | **H-1 day** | **H day** | **H+1 wk** | **H+2 wks** |
| **Visit venue** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fix date with venue** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ask church leadership to approve event** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Book venue** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Inform young people and parents of dates** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Book visiting speaker if required** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Book transport** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Invite leadership & catering team** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Book any special activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Arrange dates for planning meetings with leaders** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check certificates** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **First planning meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Check insurance for residential & for individual activities** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Budget event** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Produce publicity** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Book van for equipment (if required)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2nd planning meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Produce programme** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Send out leaders' roles and instructions** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Closing date for bookings** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ring round young people who you might have expected to book up but haven’t** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Write risk assessments** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Arrange with service leader to have feedback Sunday after residential** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Inform catering team of dietary requirements** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Kit list & final details to young people & leaders with health & photo form** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Worship team organised (if applicable)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Send directions for venue to coach company & leaders** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Draw up dorm lists/teams/small groups** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Draw up buddy list if necessary for newer members** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Create a feedback form** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Video clips, presentations, song words put on laptop (if required)** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Produce booklets/handouts** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Arrange payment for activities with Treasurer** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Buy cards and presents for venue, catering team, spouses, speaker etc.** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Distribute prayer notes to church** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final planning/prayer meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Meet young people at coach and collect health forms/photo forms** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Collect medicines, health and photo forms as people board bus** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Go to event** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Return** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Have people fill in feedback forms** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Return borrowed items** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Input/testimony in service** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Send feedback form to leaders/ speaker and review event** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Collect in final receipts and close account with Treasurer** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Have thank you dinner for team** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |