

Pre-Launch Timeline

This checklist will help you to plan your teen vocational development program. Use it to guide you through the pre-launch action steps necessary to ensure a well-run program.

At least 4 weeks prior to program start:

- Order curriculum materials (if you're not developing your own).
- Determine program length and format; that is, the number of sessions/lessons and the length of each.
- Determine what date the program will start.
- Seek funding and help (teachers/leaders, guest speakers, work site hosts, etc.) for the program.
- Reserve facilities for the program. (You may wish to consider the following when choosing a facility: Are there restrooms near by? Is there a kitchen? Are there water fountains near by? How many seats are there in the room? Are there extra tables for supplies, snacks or displays? Is the lighting bright enough?)
- Send out or post announcements/advertisements.
- Plan any special activities such as field trips or work site visits. (Plan places, dates, times, travel arrangements, etc.)
- Identify insurance and liability coverage.
- Pray for the program.

At least 3 weeks prior to program start:

- Begin student registration.
- Pray for the program.

At least 2 weeks prior to program start:

- Confirm the facility reservation.
- Meet with the teachers/leaders who are assisting with the program. Give them any materials they may need.
- If students will be visiting work sites, meet with those at the host sites who will actually be supervising during the visits.
- Pray for the program.

1 week prior to program start:

- Gather any materials you might need for the curriculum (pencils, paper, name tags, etc.).
- Purchase snacks for breaks.
- Send a letter to the parents whose children are registered for the program. If field trips or work site visits are part of your program make sure to include parent consent forms with the letter.
- Send a reminder to students who have signed up for the program and include a list of items they need to bring (if any).
- Pray for the program.

1 day prior to program start:

- Meet again (in person or by phone) with the teachers/leaders assisting with the program. Be sure that they all understand their roles and responsibilities for the next day.
- Arrange the tables and chairs in the room(s) you will be using. If desired, decorate the room. You may wish to provide extra chairs for parents who may wish to visit and observe the program.
- Pray for the program.

Day of the program:

- Arrive early.
- If desired, have materials and snacks/drinks on tables in the room.
- Greet students and parents as they arrive.
- Direct students to fill out a name tag.
- Have fun!

During and after the program:

- Continue to pray for the program and the impact it has on the youth involved.
- Encourage ongoing student reflection by having occasional group sessions throughout the program when the youth can discuss what they have learned, or by having the students keep a journal in which they write about what they are discovering.
- Send the parents and update letter half-way through the program.

- Pass out evaluation forms to students, parents, work site hosts, etc.
- After the program is over, send thank you notes to everyone who offered support during the program (parents, teachers, guest speakers, facility owners, etc.).