

## VDC Checklist

For each day, the items are listed that you need for that day; in other words, I would have the Thursday items printed ahead of time, print the Friday items on Thursday, etc. Of course, if you really want to be ahead of the game, you can print out everything ahead of time and only have to print last minute Weekenders added or additional team members.

Remember, for our purposes, the Table Leaders are effectively Weekenders, so anything you have for Weekenders the Table Leaders need as well.

### **Thursday**

- Name Tags
  - Weekenders and Rollo Room
  - 4<sup>th</sup> Day Team
  - Palanca Team
  - Kitchen Team
  - Angels (blank name area different from Weekender and Team name tags)
- Dormitory Name Card for Chair
- Luggage Tags (or labels to stick on bags, sleeping bags, etc.)
- Candle Labels – Weekenders and Table Leaders (silent leaders too, if you have them)
- Bible Labels – Weekenders and Table Leaders
- Water Bottle Tags (if you are using them) – we hole-punched these and put a rubber band through them to attach them to the water bottles - Everyone
- Prayer Request Forms
- Sign in sheet for Angels
- Sign in for donated Palanca

### **Friday**

- Folder Labels – Weekenders and Table Leaders (these go on the tables first thing Friday morning, so prep them Thursday)
- Arise Label – for inside folder
- Prayer for Gift of Holy Spirit Label – for inside folder
- Palanca Bag Labels – Everyone
- Name Table Tents – Weekenders and Rollo Room (except musicians)
- Photo identification lists (Weekenders and Rollo Room are together)
- Rosters of Weekenders and each team

### **Saturday**

- Make sure you have enough invitations to the Agape Dinner
- Print diagram of Agape wall if needed (Russ should have this)

### **Sunday**

- Labels for serenade flowers (to make sure each Weekender/Table Lead receives one)
- Make sure there are enough copies of Morning Serenade songs
- Make sure musicians each have music with chords
- Make sure there are enough copies of Lunch Serenade songs
- Make sure musicians each have music with chords