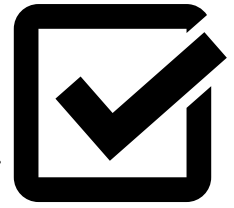


Easter Egg Hunt Planning Checklist



Promotion

- Details on Church Website
- Event on Facebook
- Flyers for Kid Ministry
- Flyers on Community Boards
- KidMin Teachers make calls
- In Church Bulletin
- On Auditorium screens pre-service
- On Church Sign
- Instagram & Facebook Stories Posts
- Yard Signs for your church members
- Word of Mouth

Set Up

- Gather power strips and extension cords ahead of time.
- Enlist a set up team who is independent from your Egg Hunt Volunteer Team
- Make a set up map/guide for volunteers to follow
- Set up tables and chairs for registration volunteers
- Set up canopies to provide shade
- Have signage for parking

Supplies

- Determine how many kids you expect
- Purchase/Ask for donations of plastic eggs (20x the number you plan for)
- Purchase/ask for donations for candy (specify that it needs to fit inside eggs)
- Develop list of supplies for any additional games/activities
- Ask for donations of plastic shopping bags to have on hand if a child forgets a basket

Registration

- Set up pre-registration to have a fast pass line
- Print registration cards
- Stock with pens and sharpies (someone always needs a Sharpie)
- Have a schedule and map of activities/egg hunt to give out to guests
- Have a stash of plastic shopping bags for the child who forgot a basket (there's always one) on the table

