



Host Checklist

Dear Christmas Party Club Host,

Thank you for signing up as a host and your willingness to serve your community!

Here are some recommended steps of action that you could take to ensure a successful club:

4 Weeks Before Club

- Contact the Party Club Ministry Coordinator to finalize your club date, time, location and flyers;
- Arrange a meeting on-site to go over potential club set-up and room decor ideas; alternatively, send pictures of the rooms that will be used to the Party Club Ministry Coordinator.
- Promotion is huge for a successful club. Our chapter will help share the word with our ministry patrons. But as a Party Club Host, if you'd like to have a larger poster/banner/signage made, please contact us for details.
- From experience, we recommend you plan for a **2-3 hours Party Club experience**. We encourage you to have your own team organize food, games, crafts, and/or worship.
- Don't wait, start recruiting immediately! **Staffing requirement:** at least 1 volunteer helper for a private host, 2-3 volunteer helpers if you expect 10+ kids, 3-5 helpers for 20+ kids. The ratio should be 1 helper every 3-5 kids.
- Please be aware that CEF Party Club Curriculum includes a Missions Project that encourages the children to give on the day of club. Although Party Club is free, it is part of the teaching.

2-3 Weeks Before Club

- Get The Word Out!!** Distribute the prepared invitation/flyer. Host contact name, email and/or phone number you provided will be on the flyers, so be prepared to answer in case parents have questions.
- Send a welcome email to parents who signed up for your club. Be sure to include your club's detailed date/time/location, church contact, and Sunday school information, etc.
- Get into the habit to checking your Google Sheet for student registration info.
- Send a reminder email to your volunteer helper(s)

1 Week Before Club

- Send out reminders of club one day and one week before club starts. You are the main contact with the parents. After our team leaves, we hope to see the families stay in touch with you, and encourage them to attend church.
- Send a reminder email to your volunteer helpers.

1-3 Days Before Club

- Prepare your club space **Space requirement:** Make sure the rooms are spacious, child-safe, well-lit and festive. Party Club is supposed to be a fun children's event. Put up balloons, colorful ribbons, etc. Contact us if you need ideas.
- Equipment requirement:** please provide one table (about 6 ft long) with table cloth, a music stand, an easel and a CD player for the team.

On Party Club Day

****Be sure to have bottled water to keep everyone hydrated.****

- Please make note that the team will arrive an hour early on the day for club set-up.
- Take attendance for your club. This is very important, and can be used for your information and follow-up by your church. Provide treats for the Missionary Team to use as incentives.
- Prepare prizes for raffle draws. Prizes can be little trinkets as encouragement.
- At the end of club time, it is the responsibility of the Hosts to provide goodies, treats &/or gift cards as incentives.

Within 1 Week After Club

- Send a "Appreciation" Email to parents for bringing their children to the club. Encourage the children to attend a good Sunday school, read the Bible, and pray. Be sure to include the link of Good News Club Registration as well (<http://cefsgv.org/register>)
- Complete your Party Club Host Survey (<https://cefsgv.org/outreach/5dc/host-survey>)

In His Service

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