

# youth group fundraiser

## EVENT SCHEDULE

- 5pm** **Arrive Early:** Unlock the room so your **Cooking Coordinator** can deliver the food or begin cooking it in time for serving at 6:45pm.
- 5:30** **Set-Up:** Students should start arriving. Under direction of the **Set-Up Coordinator**, have the students set up tables, chairs, tablecloths, and decorations. Make sure to leave one table with a tablecloth empty for the desserts that will be arriving. Have the **Childcare Coordinator** (and student team) set up the childcare room. Make sure you have enough copies of the [[OrderForm.pdf](#)] ready to be distributed later in the night.
- 6:00** **Test, Testing, 1, 2, 3:** The **Tech Coordinator** arrives, turns on and tests the computer, projector, and audio equipment. Have classical or parent-friendly background music playing softly.
- 6:15** **Prepare for Guests:** Gather the students for prayer and a pep-talk on maturity and service. Designate two or three to greet guests at the door and make sure the childcare team is ready. The rest should fill pitchers with water or lemonade and ice, fill carafes with coffee, and be ready to serve the guests as they arrive. The **Cooking Coordinator** should go over the serving process with the students and direct the kitchen.
- 6:30** **It's Show Time!** Greet the guests at the door with your students. Direct those wanting childcare toward the childcare room and those with desserts toward the dessert auction tables. As all the guests arrive, let them know they can start bidding on the desserts and service teams. Let them know that the silent auction for dessert and service teams starts now and will end at 7:30.
- 6:45** **Time to Eat!** From the stage or front of the room, welcome the guests and offer a prayer of thanksgiving for the meal. After the prayer, the students will begin to serve dinner. Take a moment to explain how the silent auctions should go. Let guests know they have 45 minutes to bid before winners are announced.
- 7:00** **Youth Group Overview:** While the guests are eating, give a brief overview of the events and successes of the past year within the youth group. If you have one available, show a slideshow from a missions trip or service project. Have a few prepared students give their

testimony or share a story of something that happened on their campus or on a youth group-sponsored trip. Outline your goals for the next year and ask your guests to prayerfully consider helping make these goals a reality.

- 7:15** **Encourage Bidding:** Announce that the silent auction is closing at 7:30. Encourage the guests to visit the silent auction table.
- 7:30** **Winning Is Sweet!** Start by announcing the winners of the dessert auction.
- 7:35** **Introduce the Youth:** Bring up the students in their teams and introduce them by their team names, and announce the winners. The students should make sure to thank the supporters. Make sure you get the sponsors' contact information so that you can later coordinate the services the student teams will perform.
- 7:40** **Play the Logos Demo:** Have the students clear any remaining plates as you announce to the guests that the final way they can support your ministry tonight is through Logos Bible Software. Play the **Demo Video**. This should take about 10 minutes.
- 7:50** **Hand Out Order Forms:** When the video is finished, direct the guests' attention towards the order forms [[OrderForm.pdf](#)] that the students are passing out. Highlight the importance of Bible study, personal devotional time, leading the family in the Word, and the profit share benefits of ordering Logos. Again, paying by check is the preferred method, but for those wishing to pay by credit card, direct them to an adult volunteer who will process their transaction with the secure mobile device.
- 8:15** **Collect Order Forms:** Start collecting order forms along with payments. Return to the stage and thank the guests for attending and for their support. Close the night in prayer. Have the students clear the remaining dishes and table cloths, then stack chairs and tables where they belong. Have some of the students clean the kitchen under the supervision of the **Cooking Coordinator**.
- 8:45** **Call It a Night!** Thank the students for helping and pray with them before releasing them. Lock up the room and take down the signs around the church campus.