



FIRST STEPS

1. GAUGE INTEREST

Open up a line of group communication with any nearby/local WELS congregations and WELS schools to see if any would like to team up and help organize this series of events. This includes interest in hosting and organization, recruitment of teen attendees and youth leader participation, and help with promotion of this event series.

See [First Steps E-mail Communication Sample](#).

2. GET ORGANIZED

Once you have identified which congregations and schools are interested in this Youth Night event series, organize a small committee or team to fill the (suggested) roles or responsibilities of the following:

- **Event Organizer Contact:** This person handles the logistics of the event (like registration, set-up and take-down, volunteers, food, and supplies, etc.) and is the main contact to field questions from parents and teens about the upcoming events.
- **Event Leader:** This is your Youth Night leader who acts as the MC for the event to help keep the night moving on to each activity. This role is also responsible for planning and coordinating the welcome, prayer, and songs.
- **Youth Leader Coordinator:** This person's main responsibility is to reach out to the group of interested congregations and schools for a listing of potential Youth Leaders. These Youth Leaders would be individuals in the 18-24-year-old range who would be pivotal in the success of the youth small group discussions during each event.

→ **(OPTIONAL) Communication Coordinator:** This role could be included with any of the above-mentioned roles to share as a responsibility. This would simply include the responsibility of pre-event promotion/communication at the congregations and schools in your area leading up to each event in the series, as well as follow-up steps after hosting each event.

Bonus Challenge: Make a record of this event on social media with pictures or videos. Let us know you have hosted an event! Use the hashtag #WELSYOUTHNIGHT on your social media channels.

See [Planning Guide](#) to get started in your roles and responsibilities.
See [Promotional Media Kit](#) for a sample schedule and resources for each event.

3.DETERMINE LOCATION AND SET DATES

Location

Determine the location(s) of each event in the series. Keep in mind the location should have spaces for activities, prayer and songs, keynote, and small group studies. Try to avoid church basements and using the sanctuary, if these are typically used for worship and teen Bible studies and youth groups. Get creative! Use a gym or an outdoor space (weather permitting). This experience is meant to be different than what they experience when attending Sunday morning worship at church. (This is important since it is recommended to host these on Sunday evenings.)

Dates

This series is set up to be done during the school year. Set concrete dates for each Youth Night during the suggested months below, dates for the Youth Leader Training/Review for 1-2 weeks prior to each Youth Night event, and registration deadlines for each event prior to the Youth Leader Training/Review. During the school year, it's recommended to host these Youth Nights on Sunday evenings to avoid school sports and extracurriculars, etc.

	Event 1 October (Fall)	Event 2 January (Winter)	Event 3 April (Spring)
Registration Deadline			
Youth Leader Training/Review Meeting			
YOUTH NIGHT EVENT DATE			

See [Planning Timeline](#) to view the suggested timeframe of this event series.

4. START PLANNING

The Planning Guide will help lead you through all the details of planning these events as well as point to provided samples or resources to utilize for promotion, planning, and training for each event.

See [Planning Guide](#) to get started.