



## **PLANNING GUIDE**

### **REGISTRATION**

#### **PRE-EVENT REGISTRATION**

Set up online registration. Some recommended online tools you could utilize are Google Forms, SignUpGenius, etc. This online form link will be used in upcoming promotions of each Youth Night event. You will still need to prepare for in-person registration for those that do not pre-register online and just show up the night of the event. You will want to collect the same information as you do with the online form. Set this up early (2 months before your scheduled event) so there is time to promote this link and have a general idea of how many youth attendees you will be preparing for. This number is also important for the Youth Leader Coordinator so they can properly coordinate the breakdown of the small groups and youth leaders for those groups.

See [Promotional Media Kit](#) for the suggested promotional calendar for timing of registration and where the registration link will need to be added for promotions.

See [Sample Registration Form](#) for the suggested information needed.

#### **REGISTRATION TABLE PREPARATION**

Depending on the number of registered attendees coming to the event, you will want to have 1-2 volunteers to run the registration table at the beginning of the event. You will also need these volunteers to help guide the youth attendees from checking in or registering to the next activity (like games, snacks, and organized mixers). A few items to consider preparing in advance or having available at the table:

- **Listing of pre-registered youth attendees**—to check in as they arrive and to have information on hand in case of an emergency.
- **Preprinted registration forms**—available for walk-ins to register (especially for emergency contact information and permissions).
- **Preprinted name tags with small group indicators**—this is a team effort. Coordinate this with the Youth Leader Coordinator. Use a variety of icons, stickers, colors, etc., to assign youth attendees to a specific small group. The suggested capacity of a small group is 8-10 people.
- **Extra blank name tags with small group indicators**—for walk-ins or adjusting on the fly if you have no-shows or heavily uneven small groups.
- **Pens/markers/pencils**—for checking in attendees, filling out registration forms, and for possible use during small groups.
- **Volunteers**—assign 1-2 volunteers to host the registration table. Depending on the number of volunteers available, 1-2 Youth Leaders could manage this until the start of the organized mixer games.

See [Sample Registration Form](#) for use as a printable form for non-registered youth attendees.

## **FOOD AND BEVERAGES**

Plan and prepare ahead of time. This could be something all participating congregations could split the cost for. Be aware of any food allergies mentioned on registration forms so options are available for all attendees.

## **MIXER GAMES**

As youth attendees arrive and check in, they should be directed to settle in with some free-standing games and organized mixers before the official start of the evening. Plan and practice these in advance. This is something all participating congregations could help provide supplies for. Youth Leaders and volunteers should help get the attendees settled in and started on these games.

See [Youth Night Mixer Games](#) for planning and preparation instructions to execute this well.

## PRAYERS AND SONGS

### EVENT LEADER(S)

Review the keynote resources from the kit and plan as needed for your situation.

- You will need to plan for the following:
  - A short welcome—include a review of the activities planned for the rest of the evening.
  - Opening prayer—pray extemporaneously to better fit your situation and youth attendees.
  - 2-3 songs
  - Closing prayer—could also take prayer requests.
  - 1 song
  - If songs are unfamiliar, words displayed on a main screen or a handout with words and music would be useful.
- Review suggested hymns/songs chosen for opening and closing prayer.
- If choosing additional music:
  - Known songs are good.
  - A lesser-known song can be taught with a strong lead from the musicians.
  - CW21 has a good selection of contemporary hymns and contemporary arrangements of older hymns.
- Send music choices to your musicians early enough to prepare and practice.

### MUSICIANS

It is key to utilize the youth generation for your musicians and vocalists as your prayer and song leaders. This will go a long way to connecting with your youth attendees and making the evening an experience slightly different from the typical Sunday morning worship setting they may be used to.

- Prayer and song leaders can be, but do not need to be, a contemporary band. A small group with piano, guitar, and vocal leader can work well. With familiar hymns, a piano can easily lead the group.

- Arrangements of songs can be found in the hymnal accompaniment edition. The Musician’s Resource on [nph.net](#) might also contain other options for arrangements.

See [Suggested Song List](#) for recommended use for your Youth Night events.

## KEYNOTE

Each Youth Night event in this series will come with a specific provided keynote. There are multiple options for utilizing the keynote resources. There is a recorded Keynote Video, accompanying PowerPoint presentation, and notes. To be prepared, Event Leaders and Youth Leader Coordinators should review/watch the keynote video so they are aware of the messaging being communicated as well as to better understand how it leads into the Small Group Discussion Guide questions that youth will dig into following the keynote.

## WAYS TO USE THESE RESOURCES

Keynote Video	Keynote PowerPoint Presentation
<p><b>Use the keynote video for preparation for an Event Leader giving the keynote themselves.</b> The Event Leader can present the keynote themselves. The keynote video can be used as a tool for preparation by watching the video and taking notes to create your own keynote address in tandem with the accompanying PowerPoint presentation slides. Please note that the Keynote Video, PowerPoint presentation slides, and Small Group Discussion Guide are intended to work together.</p> <p><b>Play the keynote video as-is during the event itself.</b> If doing this, it is still recommended that the Event Leader and Youth Leader Coordinator watch and review this prior to the event to aid in properly preparing the Youth Leaders for Small Group discussion.</p>	<p><b>Use the PowerPoint presentation for preparing your own presentation.</b> For the Event Leader who decides to do their own keynote, these PowerPoint slides can be used as necessary. Please note that the Keynote Video, PowerPoint presentation slides, and Small Group Discussion Guide are intended to work together so prepare accordingly.</p>

See the specific [Youth Night Event 1, 2, or 3 Resources](#) for each keynote resources.

# YOUTH LEADERS

## RECRUITMENT

Youth Leader Coordinators should connect with each of the congregations teaming up for this event. Request a list of 18–24-year-olds from each of the congregations participating in these events. Have someone from each participating congregation send out a request to their potential youth leaders to participate and volunteer for this series of events. It's best to include the three selected dates for the events, as well as the dates set for the Youth Leader Training and Review meetings. If possible, having the same Youth Leaders commit to all the events in the series is best. This way, you can do the training prior to the first event, then a shorter review meeting prior to the last two events of the series.

## TRAINING

Youth Leader Coordinators should schedule training 1-2 weeks prior to the first Youth Night event.

### To prepare for training:

- Watch the Youth Leader Training video on small groups and follow along with the Leading Small Groups resource document. They are intended to go together.
- Watch the Keynote Video or review the Keynote planned for your event.
- Review the Small Group Discussion Guide for your specific event.
- Compile your list of committed Youth Leader volunteers—names, congregations, and e-mail addresses.
- Send a Training Night reminder e-mail to the Youth Leader list one week before the training.
- Print copies of the Small Group Discussion Guides and provide pens or pencils.
- Print copies of the Youth Night Itinerary.
- Have a list handy of the planned organized mixer games for your event.
- Request list of registrants from your Event Organizer.

## Things to accomplish during your training of Youth Leaders:

1. **Welcome your Youth Leaders**—Run through an overview of the Youth Night event Itinerary.
2. **Practice organized mixer games**—Your Youth Leaders may be from various congregations, so starting by practicing the planned organized mixer games that will be played the night of the event is a good way for the Youth Leaders to get to know each other and execute the mixer games well at the event. Select an outgoing and energized Youth Leader to take on the responsibility of leading the organized games for the night of the event.
3. **Small Group training**—Watch the Youth Leader Training video on Small Groups with the Leading Small Groups resource document. This is possibly the most important activity of the night, because you want youth to connect on a deeper level with other youth in a free and safe space. It's imperative to do this well.
4. **Facilitate a Small Group**—Using the Small Group Discussion Guides, the Youth Leader Coordinator should facilitate a small group experience. Go through the questions and work through possible answers or prompts that could come up the night of the event. Have Youth Leaders practice leading the prompts, answering questions, and reacting to responses or transitioning to the next thought. Small Group leaders should remember their role is to guide discussion, not present the topic.
5. **Plan groups**—Using your list of registrants and working with the Youth Leaders of the various participating congregations, assign registrants to a small group. Small groups should be a mix from the various churches. The goal is to split up friend groups to encourage mingling and new friendships. Plant a known person in each group to be the first to answer/speak in order to break the ice and make others more willing to participate. Suggested capacity for a small group is 8-10 people.

## REVIEW MEETING

This is intended for preparing for the last two Youth Night events. Youth Leader Coordinators should schedule a review meeting 1-2 weeks prior to the upcoming Youth Night event.

### To prepare for a review meeting:

- Watch the Keynote Video or review the Keynote planned for your event.
- Review the Small Group Discussion Guide for your specific event.
- Send a Training Night reminder e-mail to the Youth Leader list one week before the review meeting.
- Print copies of the Small Group Discussion Guides and provide pens or pencils.
- Print copies of the Youth Night Itinerary.
- Have a list handy of the planned organized mixer games for your event.
- Request list of registrants from your Event Organizer.

### Things to accomplish during your review meeting:

1. **Welcome your Youth Leaders back**—Run through an overview of the Youth Night event Itinerary. Review what went well and what didn't at the last event. Address any changes needing to be made.
2. **Practice organized mixer games**—Start by practicing the planned organized mixer games that will be played the night of the event. This is a good way for the Youth Leaders to execute the mixer games well at the event. Select an outgoing and energized Youth Leader to take on the responsibility of leading the organized games for the night of the event.
3. *(optional)* **Small Group training**—*If your Youth Leaders have already gone through their training from the first event, you can skip the Small Group Training.* Watch the Youth Leader Training video on Small Groups with the Leading Small Groups resource document. This is possibly the most important activity of the night, because you want youth to connect on a deeper level with other youth in a free and safe space. It's imperative to do this well.
4. **Facilitate a Small Group**—Using the Small Group Discussion Guides. Go through the questions and work through possible answers or prompts that could come up the night of the event. Have Youth Leaders practice leading the prompts, answering questions, and reacting to responses or transitioning to the next thought. Small Group leaders should remember their role is to guide discussion, not present the topic.
5. **Plan groups**—Using your list of registrants and working with the Youth Leaders of the various participating congregations, assign registrants to a small group. Plant a

known person in each group to be the first to answer/speak in order to break the ice and make others more willing to participate. Suggested capacity for a small group is 8-10 people.

See [Youth Night Itinerary](#) for review of the event's activities.  
See the specific [Youth Night Event 1, 2, or 3 Resources](#) for any event-specific materials.  
See [Youth Night Mixer Games](#) for planning and preparation instructions.

## PROMOTIONAL COMMUNICATIONS

The Communication Coordinator should request and gather key contacts and their contact information for each participating congregation in order to share promotional materials for each of the Youth Night events.

### PRIOR TO A YOUTH NIGHT EVENT

The Promotional Media Kit includes a sample schedule and plan for marketing and promoting each of your events. It also includes all the media files necessary to effectively promote your events to your local youth. The Communication Coordinator can utilize any or all media available. Use what makes sense for your youth and your congregations. The Communication Coordinator should utilize and customize the media files as needed for each event and distribute them for use at all the participating congregations on a timely basis.

### DURING A YOUTH NIGHT EVENT

Make record of this event on social media with pictures or videos. Use the hashtag **#WELSYOUTHNIGHT** on your social media channels. Take videos and gather testimonials or thoughts on the experience from various youth. Nothing impacts youth more than other relatable youth encouraging each other in their faith.

**BONUS:** Send in your stories, pictures, or videos to share your Youth Night experience with WELS! Submit media files to [https://www.dropbox.com/sh/wzsdu1yu32s4dq/AAA\\_KGyaPXZBEzziQ2gP6XkGa?dl=0](https://www.dropbox.com/sh/wzsdu1yu32s4dq/AAA_KGyaPXZBEzziQ2gP6XkGa?dl=0).

## AFTER A YOUTH NIGHT EVENT

After the event, the Communication Coordinator will need to request the list of registrants and their contact information from the Event Organizer in order to send notifications for more upcoming Youth Night events (*as per permissions granted on their registration forms*).

**Suggestion:** Put together a gallery of pictures to share in an e-mail or online with the youth attendees to remember the night and for the participating congregations to share with their membership. (Examples: Share through social media, a Google Drive folder, website or newsletter link.)

After the event, consider putting together a short survey or simply asking the participating congregations to ask for feedback on your event. Capture the information and use it as consideration before hosting your next event to make it more impactful for your youth attendees.

**BONUS:** Share with WELS your feedback on your Youth Night events. We'd love to hear from you! How'd it go? Any roadblocks? Any specific topics that might be weighing on the hearts of your youth? Send us your feedback:  
<https://www.surveymonkey.com/r/2B5RQP2>

See [Promotional Media Kit](#) for a sample schedule and resources for each event.

# DAY OF EVENT

## SET-UP CHECKLIST

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### REGISTRATION

Registration tables are near the door. Supplies for the table:

- Check-in list for pre-registered attendees
- Collection forms for walk-in attendees
- Pens or pencils (for registration and possible use during small groups)
- Name tags for registered and empty name tags for walk-ins, along with markers to fill them out

### GAMES

- Free-standing games set up
- Any supplies needed for organized mixer games

### SMALL GROUPS AREA

- Discussion handouts
- Pens and pencils

### FOOD AND BEVERAGES

- Plates, cups, eating utensils, and napkins
- Trash cans

### SONG AND PRAYER

If songs are unfamiliar, a handout with words and music would be useful, or they could be displayed on screens.