



ITINERARY

5 p.m.	Event Set-Up (1 hr. prior to event start time)	Volunteers, Youth Leaders, and Musicians arrive and are delegated set-up duties from the Event Organizer Contact. See Planning Guide for a quick checklist of things to do before the doors open!
5:30 p.m.	Youth Leader Meet-Up (30 min. before the event starts)	Youth Leader Coordinator meets with the Youth Leaders to review the activities for the night and the small group discussion guide. End with prayer.
5:45 p.m.	Doors Open/Registration Begins (Be ready 10 min. prior to as some youth attendees may arrive early)	Check in each Youth Night attendee and provide them with a name tag and instructions of what to do before the event starts. (play games, and chat with friends)
6-6:20 p.m.	Games/Fellowship (20-30 min.—can adjust and end this earlier based on your pre-registered youth attendee arrivals)	See Planning Guide for suggested ways to make this fun and welcoming for all Youth Night attendees.
6:20 p.m.	Prayer and Instructions (5 min.)	This is just enough time for the Event Leader (MC) to get everyone’s attention to wrap up games to come together for Prayer and Songs.
6:25 p.m.	Opening Songs (About 15 min.)	See Planning Guide for Prayer and Songs planning recommendations.
6:40 p.m.	Keynote (25-30 min.)	Each Youth Night event has a different Keynote message, which leads to the Small Group discussions. When the message is finished, give instructions on how to break into their small groups and where to go. See Planning Guide for suggestions.
7:10 p.m.	Snacks and Small Group Discussion (30-40 min.)	Starting with opening questions then digging deep into the conversation as a small group, each group will work through the Small Group discussion handout with their Youth Leader. See Youth Leader Training and Resources for each event’s specific handout.

7:50-8 p.m.	Upcoming Events/Next Youth Night (10-15 min.)	Event Leader (MC) will call everyone to finish the small group concluding thoughts and come back to the large group. Announce the date for the next Youth Night!
8-8:10 p.m.	Closing Song and Prayer	Closing thoughts, song, and prayer. May break for games and fellowship until all attendees have left.
8:15-9 p.m.	Games/Event Clean-Up	Plan to have games and snacks still available until attendees have been picked up and have left. Volunteers and Youth Leaders stay to finish cleaning up after the event.