

Discovery Island Multisite Preparation Process

Month: _____

Campus: _____

4 weeks before the new month

Week of: _____

- Small Group curriculum is downloaded and edited
- Small Group curriculum is sent to Resource Team Leader for approval
- Resource Team Leader sends updated small group curriculum back to curriculum editor
- Large Group scripts are edited to include song selection and any other changes
- Edited Large Group scripts are sent to the Discovery Island Director and Producer

2 weeks before the new month

Week of: _____

- Curriculum editor emails curriculum to kidscomputer@communitycc.net
- Curriculum editor sends list of resources that need to be purchased, broken down by week, to the Resource Team
- Small Group resources are purchased and stored
- Discovery Island environment & décor are planned and resources are purchased and stored
- Music CDs and handmotion videos are purchased if required

Week before the first Sunday of the new month

Week of: _____

- Discovery Island environment prepared for the new month
- Update virtue board and whiteboards

Every Week

Week					Task
1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EasyWorship presentation is created and tested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting settings prepared and tested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Music CDs are created and tested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intro/Exit music CDs are created and tested
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resources and activity pages placed in small group leaders boxes
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GodTime & Fridge Door cards are printed, cut, folded and set out or stored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rosters are printed and set out or stored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name tags are printed and set out or stored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discovery Island registration cards are printed and set out or stored
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update bottom line on whiteboards