

## Dive In Process

Date of Dive In: \_\_\_\_\_

Campus: \_\_\_\_\_

### 4-6 weeks before Dive In event

- Choose date, time & location with respect to CCC calendar
- Put date in program
- Put date on website
- Announce in services (2-3 weeks)
- Place sign-up sheet at Sign Ups table (use same sign up sheet the whole time so people know others are signed up)
- Plan to announce and promote Dive In at KidStuf
  - (optional) Allow people to sign up while they are at KidStuf
- Determine whether or not Dive In can be promoted in Discovery Island relating to the curriculum
- Identify people to serve at Dive In
  - Host
  - Tech
  - Leaders available to talk with parents before and after
- Get Small Group Leaders involved if possible

### Weekly leading up to Dive In

- Follow up with everybody who signs up to confirm date, time & location
- Order enough For Heaven's Sake Parent DVDs for everyone

### Week of Dive In

- Mail postcards home with information about Dive In event that Sunday, including:
  - Date, Time (start and end), Location, and any specific instructions
- Prepare list of Dive In attendees for volunteers to pray for at Circle Up
- Prepare Dive In props & resources
  - Banner
  - Photo Album prop
  - Print homework booklets and have pens ready for adults
  - Print Dive In Parent Resource booklet
  - Print For Heaven's Sake Handout
  - Dive in Scripts printed for hosts/tech
  - Dart gun/target supplies
- Prepare Dive In Audio/Video
  - EasyWorship – Dive In Logo, Lion King video clip
  - Audio – Pre/Post music CD
- Plan seating for adults

### Day of Dive In

- Set up environment – stage, seating, audio, video, props

### After Dive In

- Optional - Follow Dive In Follow Up Process with each family
- Put Dive In attendance in PDS