

Time line for Rally Day:

October: Select date for next year's Rally Day and put it on the church calendar -- has been 3rd Sunday of September since 2006

May: Confirm date for upcoming September & publish in Courier

June: publish date and invitation in July Courier

July: choose Theme

publish full flyer in August Courier and give to webmaster

August:

choose classroom activities (e.g. beading, model magic, rock painting)  
find someone to coordinate after-lunch activities (did Not happen in 2008)  
check supplies and make shopping plans (activities, decorations and prizes)  
contact teachers to remind them to be in their classrooms that morning before 9 am  
find people to help as greeters and in the classrooms  
determine who will help with set-up and when  
determine who will handle publicity

- annarbor.com community calendar
- Chelsea Standard
- Thingstodoinchelsea.com
- Community cable (Channel 18)

September:

Three weeks out:

keep publicity in front of people  
put sign-ups in Narthex  
make announcements to encourage people to attend  
send invitations to children and ask them to bring friends (not sent 2008)  
do a classroom check and work with Child Care Center to iron out space use issues

Two weeks out:

update Registration form -- was emailed to families this year, as well as having paper copies available at Rally Day

One week out:

make "Rally Challenge" page (or equivalent) -- for children/families to use to find the various classrooms and activities

Day before = Set-up:

Rally flags in Narthex  
Classroom activities  
Checker tablecloths put in Fellowship Hall for use for lunch (if having)  
Registration, name tag and "goody bag" area

Rally Day:

Helpers arrive 8:45 (maybe... )  
Open House 9:00 to 9:50  
Praise music begins 9:55 (if Praise Sunday)  
Worship 10:00

Lunch 11:00

Activities (optional)

Clean-up -- all materials need to be picked up before Child Care opens on Monday

Post-event:

Rally Day specific supplies stored in marked container

Other supplies stored in appropriate places in cupboard or classrooms

Report completed for review at October meeting

Courier article with Thank You's by Teaching Ministry Chair