

The Agenda “At a Glance”

Activity	Supplies	Approximate Time	Scheduled Time
Welcome Activities	Activity Pages etc.	15 minutes	
The Candy Cane Game	Gift box, music etc.	30 minutes	
Reading <i>The Legend of the Gospel Train</i> storybook	Storybook, The Candy Gospel Train, whistle etc.	25 minutes	
Making The Mini Candy Trains	Baggies with supplies etc.	30 minutes	
The Cake with Meaning	Birthday cake, knife, plates, utensils, ice cream, etc.	40 minutes	
Wrapping it Up: The Party's Over	Handouts etc.	10 minutes	
Carols	Music	At pick-up	
		Total: 2 ½ hours	

Hint:

Fill in the actual time the event starts and make a schedule from there. Post it at your stations, give the agenda to your helpers, or hang onto it yourself. It can serve as a quick reminder as to what is next and when the activity should begin and end.