

1

Aug 2019

- Look at the calendar for the year ahead to decide which weekend you might go to KYCK.
- Email parents and youth leaders at your Church to survey which weekend works best.

Dates: 17-19/4, 24-26/4, 1-3/5 and 25-27/9, new in 2020 for groups that Sept suits

2

Sept 2019

- Confirm the weekend you would like to go to KYCK the following year and make sure you have a plan B / "back-up" weekend if needed.
- Begin to look at accommodation options and think about how many youth may come.

Options for accommodation with KCC listed here: <https://www.kyck.org.au/accommodation/>

3

Oct 2019

- **KYCK 2020 #1 email** sent, read and note registration opening date and any other info.
- In term 4 of youth group, promote the KYCK dates and list the rough numbers coming.

Download our promotional resources including video and social media images from our website <https://www.kyck.org.au/resources/>

4

Nov 2019

- **KYCK 2020 #2 email** Rego opens **Nov 12th at 9:30AM**. Call / online register for tickets, it's hard to get the right numbers, aim 5% higher is our tip and it will help you push harder to sign youth up.
- Book accommodation ASAP for the weekend you registered for AFTER tickets confirmed.

Registration web page: <https://www.kyck.org.au/register/>

5

Dec 2019

- **KYCK 2020 #3 Christmas - end of year email gets distributed and includes devotions, prayer points and other information.**
- Promote KYCK at youth group, Church, social media and contacting youth parents.
- You can start taking registrations from your youth for: tickets, accommodation, food and transport.

Feel free to use our permission form template: <https://www.kyck.org.au/resources/> and [sample budget, food, time planner template.](#)

6

Jan 2020

- Things will go quiet in this period as many people are on holidays, so is youth group. Perhaps book your transport, if you need a bus / need to ask parents or volunteers for assistance / hire a school mini bus.
- Mid - late Jan, it might be helpful to email parents again about term 1 and KYCK registration.

7

Feb 2020

- **KYCK 2020 #4 email.**
- Promote KYCK at youth group, Church and media all of term 1.
- Set date to close registration for your group, 10 days before KYCK? (Some groups never close registration, but book just enough tickets and use the 'trade season' if needed to sell off a few if they have some left over).

8

Mar 2020

- Plan program for the weekend of times that things happen, movement. [See our time planner template.] Consider things like KYCK ON activities and the BBQ.
- Confirm budget requirements and resources needed for the weekend to run smoothly.

9

Apr 2020

- **KYCK 2020 #5 email.**
- Finalise all registrations for youth and leaders, confirm accommodation, promo!
- Check KYCK ON activity options, Saturday BBQ RSVP, confirm any registrations, late details, promote merchandise.

Attend KYCK 2020 and note admin, system ideas, etc, for your group to improve.