

KYCK 4: Organising Leader's Timeline and Checklist

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Aug 2022

- › 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: 14-16/4, 21-23/4, 28-30/4 and 22-24/9]

2

Sept 2022

- › 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: kyck.org.au/accommodation

3

Oct 2022

- › **KYCK 23 #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: kyck.org.au/resources

4

Nov 2022

- › **KYCK 22 #2 email** Rego opens **8th Nov at 9:30am (AEDT)**. Register online or call KCC 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: kyck.org.au/register

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May 2023

- › **April KYCKs end.**
- › Promote KYCK at youth group, church, social media and by contacting youth parents.
- › You can start taking registrations from your youth for: tickets, accommodation, food and transport.

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June 2023

- › **KYCK 23 #3 email.**
- › Book your transport, if you need to hire a bus/mini bus. Start asking parents / volunteers for assistance if you need it for the weekend.
- › Mid - late June, it might be helpful to email parents again about term 3 and KYCK registration.

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July 2023

- › Promote KYCK at youth group, church and social media all of term 3.
- › Set date to close rego 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

Aug 2023

- › **KYCK 23 #4 email.**
- › 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.

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Sept 2023

- › **KYCK 23 #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 and pre-order for collection at your KYCK weekend.

[Attend KYCK 2023 and note admin, system ideas, etc, for your group to improve]