

CHILD DEDICATION CHECKLIST

BEFORE THE CEREMONY

- ☐ finalize family information
 - ☐ pictures for slideshow
 - ☐ life verse
 - ☐ homework
- ☐ create/print production pieces
 - ☐ production order
 - ☐ host/speaker scripts
 - ☐ programs
- ☐ create/update media
 - ☐ Child Dedication video with pictures & song
 - ☐ message visuals
 - ☐ worship slides and/or background music
- ☐ order cake and flowers
- ☐ schedule staff/volunteers (greeters, seaters, tech)

CEREMONY SET-UP

- ☐ welcome desk
 - ☐ programs
 - ☐ seating assignments
 - ☐ final instructions
 - ☐ dedication gift/certificate
- ☐ ceremony space
 - ☐ tables/chairs with family table tent card
 - ☐ tablecloths
 - ☐ square paper table covering, with crayons
 - ☐ centerpiece and flowers
 - ☐ cups, plates, napkins, water pitcher, cupcakes
 - ☐ coffee bar
- ☐ Vignette for pictures

AFTER THE CEREMONY

- ☐ follow-up with each family
 - ☐ upcoming family events
 - ☐ parent-partner opportunities
 - ☐ ministry orientations invitation