

ELEMENTARY ROOM CHECKLIST

ENVIRONMENT

- ☐ Check in with the Room Coach
- ☐ Grab lesson bin from cabinet
- ☐ Take bin to rug
- ☐ Choose two games for group to play with upon arrival

MATERIALS

- ☐ Look through lesson bin. If you have any questions, see your Coach before service starts
- ☐ Set out games for kids to play
- ☐ Make sure you can find the following items in your bin:
 - ☐ Crayons
 - ☐ Markers
 - ☐ Lesson Supplies
 - ☐ Lesson
 - ☐ God Time Cards

BETWEEN SERVICES

- ☐ Reorganize bin for the next service
- ☐ Replace consumables
- ☐ Reset games so that it is ready for the next small group
- ☐ Write cards to small group kids

AT THE CLOSE OF LAST SERVICE

- ☐ Place bin back in storage area
- ☐ Place games back on shelf
- ☐ Give completed notecards to Coach
- ☐ Note any needs for bins-give list to Coach