

# 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