

WHAT I DO TODAY CHECKLIST: THURSDAY

- ☐ Make final schedule with sub-placements
- ☐ Provide final schedule for entire kidmin team
- ☐ Final team meeting to make sure everything is ready for weekend
- ☐ Final walk-through for Sunday
- ☐ Send final volunteer email to all scheduled volunteers
- ☐ Send weekly parent email
- ☐ Load/schedule next week's social media