

How to Facilitate Awana Games/Sparks-A-Rama

First schedule the facility as soon as possible. PRAY!

3-6 months prior to the date have your rules, forms and registration finalized. On a website is a good idea. Promote the event.

3 months prior start lining up your key workers. Circle Directors,(maybe Line Judges) & speaker(s).

2-3 months prior confirm the date & time(s) with the facility. Who is to provide concessions?

2-3 months prior confirm that you have the equipment to facilitate the games.

1-2 months prior order any materials that you will need.

1-2 months prior, reserve any hotel rooms required.

1 month prior – start organizing teams onto circles. Determine how many ‘table’ workers you will need (i.e. admissions, check in, sound, concessions). Line up these workers.

1-2 weeks prior – confirm times to set-up and who is able to do initial set-up.

1-2 week prior advise churches of their respective color assignment

Last week – pull your equipment/materials together. Visit storage, check the “check list”. Arrange for pick-up of any large equipment. Prepare programs, score sheets, circle assignments, awards and any last minute changes/details. Get change for admissions.

Set-up the night before – PRAY! circles(lay tape); tables & chairs for admissions, team check-in, worker check-in, maybe sound & speakers. PRAY!

Day of : PRAY! – lay out your forms(church, circle, worker); programs & admissions materials; awards; equipment.

1-2 people on admissions(collect money, stamp hand, hand out programs)

1-2 people at worker check in, 1-CD,2-4- LJ's & 2-SK's line up workers for each circle. Have 1-day worker form filled out unless Ministry Team Member.

1-2 people at team check in. Best to have completed Roster Sheet & permission slips handed in together. Check number of participants and birthdays against the number of permission slips.

Periodically communicate with all in attendance timing of what is to happen.

Organize teams at the agreed upon area.

Have CD, LJ and coaches meet at each circle to “briefly” discuss the rules of the games.

Have SK's meet to go over how to keep score of the events.

Have teams announced and run in to their respective color line/circle.

Have Flag Ceremony/National Anthem/Prayer.

Organize teams into an appropriate formation for the Gospel Devotional. Introduce speaker.

After speaker is finished have teams move back to their appropriate color line/circle.

Have kids sit down with feet to the center for inspection. Turn the microphone over to the announcer for the day.

Play the games. Interject Sportsmanship points etc. through out the time.

At the end announce points/winners; give out awards. Pray for safe travels, dismiss.

CLEAN UP!