

# District NYI Event Guide

## Purpose of Events

Youth Camp (Summer) – Discipleship  
NYI Convention (Summer) – Business  
District Lock-in (Fall) – Outreach  
District Sports/Talent Event (Winter) – Outreach  
Regional Sports/Talent Event (Spring) – Community/University Connection  
Training (NYI Convention & SS Convention)  
Missions (Annual event) – Service/Ministry  
Quadrennial Events (NYC, General Convention)

## Event Preparation

- Set Date
  - District Calendar planned 4 years in advance. See District calendar.
- Name Director
  - To be done with District NYI Council approval
  - At least (1) year in advance
- Present event plan to council for approval at least 6 months in advance
  - Rough schedule/outline of events
  - Recommendation for speaker/music (must be approved)
  - Recommendation of registrar
  - Cost of event/budget outline
  - Goals for event
  - Theme of event
- Publicity
  - Advertise event 4-6 months out
  - Provide information packets and registration forms at least (2) months prior to event
  - District Newsletter (if available)
  - District NYI Newsletter (if available)
  - District Websites
  - Email (attach informative documents, posters, registration forms)
  - Public announcement at District events (presentation slides, video)

# Director Checklist

- Finalize speaker/special groups (university groups, worship band, etc)
- Coordinate with venue (mealtimes, curfew, extra costs, sponsor fees)
- Finalize costs – lodging, food, other costs, sound/video equip, honorariums
- Adult Sponsors – see district policies for age requirements
- Registration Forms
- Reduced cost? Campground ratio: (1) free for every (10) teens, (1) free for every additional (5) teens
- Pre-sponsor meeting
- Background checks – see district policies for requirements
- Training, special instructions
- Mail and post all information and registration forms (2) months prior to event
- Security
- Nurse
- Dorm leaders (mom, dad)
- Child-care if needed
- Identification badges/armbands (required)
- Post-Event submit a written report to the District NYI Council (Report Form page)
  - Names of event volunteers/leadership
  - Attendance numbers for teens and adults
  - Total income
  - Total expenses
  - Discussion of what to do about remaining funds or need for additional funds
  - Numbers of teens saved, sanctified, re-committed
  - Short summary of event or highlights
  - Any other information that would be valuable for future reference

# Event Report Form

(Please send a copy to the District NYI President following the event)

Name of Event:

Director of Event:

Purpose of Event:

Date of Event:

Place of Event:

Total Attendance:

Students:

Adults:

Cost per person:

Total Income:

Total Expenses:

Difference between income/expenses:

Discussion of what to do with extra income or shortfall:

Summary of event:

New commitments to Christ, recommitments, sanctification experiences, special notes:

Adult Leadership involved/special thanks to:

Other pertinent info/issues to address: