THE ORGANIZED CHURCH

Sunday School Performance Planner

A simple, low-stress planning kit for children's ministry presentations

Plan the program. Organize the volunteers.
Keep the kids at the center.

Includes: rehearsal timeline • performance-day checklist • volunteer assignments • stage-position planner • prop checklist • Bible Newsroom mini skit

Free resource from The Organized Church

1. Quick-Start Performance Plan

Use this page before rehearsals begin. Keep the plan simple enough that every volunteer can understand it at a glance.

Performance / Event:	
Date:	Time:
Bible Story / Theme:	
Age Group(s):	
Performance Format:	■ Pantomime ■ Action Song ■ Newsroom ■ Choral Speaking
	■ Audience Participation ■ Freeze Frames ■ Character Interview
Lead Coordinator:	
Expected Children:	Expected Length:

The One-Sentence Goal

What should children and families remember when the presentation is over?

2. Rehearsal Timeline

Adjust the schedule to your church. The goal is short, focused rehearsals instead of one exhausting final week.

WHEN	FOCUS	DONE
3-4 weeks out	Choose format, Bible story, music, roles, and lead volunteers.	■
2-3 weeks out	Teach the story and basic movements. Assign simple speaking parts.	■
2 weeks out	Add props, cue cards, music, and stage positions.	■
1 week out	Run the complete presentation. Fix transitions, not tiny imperfections.	■
Final rehearsal	Practice entrances, exits, microphones, music, and child pickup.	■
Performance day	Brief volunteers, check props, mark stage, gather children early.	■

Tip: End each rehearsal while the children are still engaged. A shorter successful rehearsal is usually better than pushing until everyone is frustrated.

3. Volunteer Assignment Sheet

Avoid assigning people to simply “help.” Give each person one clear job.

ROLE	NAME	RESPONSIBILITY
Program Lead		Keeps the entire presentation on schedule.
Check-In / Greeter		Receives children and confirms attendance.
Queue Leader		Gets the next group lined up and ready.
Stage-Side Wrangler		Sends children onstage at the correct cue.
Props / Costumes		Keeps props organized and ready.
Audio / Media		Runs microphones, music, slides, and video.
Exit / Family Pickup		Receives children after the stage and manages reunification.

Emergency / Backup Volunteer: _____

Child-specific notes / accommodations: _____

4. Stage-Position Planner

Mark the stage with colored tape, shapes, or numbers. Give each child a visual destination instead of complicated stage directions.

STAGE LEFT		CENTER		STAGE RIGHT

Visual key: Blue / Gold / Green / Red / Star / Circle / Number / Other: _____

Entrance location: _____ Exit location: _____

5. Prop & Tech Checklist

■ Costumes labeled by child or role	■ Props grouped by scene
■ Cue cards printed in large type	■ Floor / stage markers placed
■ Microphones tested	■ Music queued and volume checked
■ Slides / video tested	■ Extra batteries available
■ Water available backstage	■ Attendance list printed
■ Parent pickup plan confirmed	■ Backup copy of script available

Other props / supplies:

_____

_____

_____

_____

_____

6. Performance-Day Checklist

■ Confirm every volunteer is present and knows their job.

■ Check children in and note any absences that affect roles.

■ Place props in performance order.

■ Test microphones, music, slides, and video.

■ Walk children through entrances and exits one final time.

■ Remind children of their visual stage markers.

■ Keep the waiting area calm and uncluttered.

■ Have the next group ready before the current group finishes.

■ Send children to the correct exit / pickup area.

■ Thank volunteers and families after the program.

Remember: A missed line is not a failed performance. Keep the children confident, keep the story moving, and let the congregation enjoy the moment.

7. Mini Bible Newsroom Skit Template

Use this framework with Jericho, David and Goliath, Noah, the Nativity, the Resurrection, or another Bible story.

ANCHOR

“We interrupt our regular program with breaking news from _____. Reports are coming in that _____.”

FIELD REPORTER

“I’m here at _____, where something incredible has just happened. I’m joined by _____.”

REPORTER QUESTION 1

“What did you see?”

BIBLE CHARACTER / WITNESS

“_____”

REPORTER QUESTION 2

“What do you think people should learn from what happened today?”

BIBLE CHARACTER / WITNESS

“_____”

ANCHOR CLOSE

“Thank you. That’s the latest from _____. And remember: _____.”

Make it work: Keep each child’s lines short. Let them use cue cards. Add one or two funny reporter moments, but keep the Bible lesson clear.

8. Family Takeaway Planner

Extend the presentation beyond Sunday morning with a simple QR-code destination, rehearsal clip, or family discussion page.

Bible story / lesson:

_____

Discussion Question 1:

_____

Discussion Question 2:

_____

At-home activity / challenge:

_____

QR code destination / link:

_____

Simple performances. Clear organization. Memorable Sundays.

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