

Tips for Session Organization

1. Have one person in charge of session oversight

- Choose one person to oversee the fluidity and progression of your sessions. This person should be behind the scenes to assign MC roles, work with media/sound people, and ensure that all preparation for the session elements has been done before the youth arrive.

2. Fill and review the Run Sheet before each session

- Make sure that there is an MC for every element of your session
- Inform the media/sound people of any videos or background music that they may need for games
- Record the order of worship so the media person can prepare the proper slides
- Ensure that everyone is clear of what element is before their piece for smooth transitions to maintain the energy in the session

3. Use Media

- Create a playlist in iTunes of music for before and after sessions for energy and fun
- Have background music ready for games and during cleanup
- When possible, use fun videos to communicate information such as rules, staff introduction, silly tid-bits, a daily review, or clean-room checks
- Prepare all media ahead of time so there isn't delay in pulling up a video

4. Create a "Sessions Binder"

- Keep it back at the sound booth so the media person can follow along and see what's next
- All run sheets stay together for easy referral
- Staff can take a look at see what is happening at any given night in a session

What to put in a "Sessions Binder"

**Tip: Only type out elements and put the run sheets in plastic sleeves. For each session just fill in MC roles or media with a wet erase pen so you can change up how your staff are able to participate without wasting paper!*

- Run sheets for every session of MA
- Games Guide: Keep a list of games that you might use during sessions and the materials that they require. Also, keep a list of games that you might need to fill gaps on short notice. This way there is never a dull moment! (*Games Guide available on MA Insider*)
- Schedule of the Week
- Points Log (*opt. example*): In the past, we have had ongoing competitions between staff and students or between youth groups. Keep track of those points here.

Elements of a Session

1. **Intro Music:** Create a playlist for Intro and Exit music to keep things upbeat.
2. **Countdown:** Encourage youth to be on time and hold to a strict start by having a countdown video. Here are several options:
 - <https://www.youtube.com/watch?v=1ywqCTkyROQ>
 - <https://www.youtube.com/watch?v=HT7mzsJgFNE>
 - <https://www.youtube.com/watch?v=b-8lvUCXwNc>
3. **Silly Intro:** Whether it's 80's aerobics, a flashmob, a dance off, or the YMCA, think of a fun way to start each session that gets people off of their feet.
4. **Welcome:** Have the MC for the day (could be the MA Leader, but doesn't have to be!), welcome the youth to kick off the session and setup what they can be looking forward to.
5. **Games:** In the morning, it's great to have short games that inject some fun, but don't take up a lot of time. Try some messy games or staff against students activities; use those games that may take more work setting up, but that are entertaining! Setup as much as possible beforehand and assign staff to cleanup afterwards for a smooth transition. In the evenings, try longer games that everyone participates in. Evening sessions are a great way to burn off any lasting energy from the day.
6. **Mail:** We have a mailbox in our common area and encourage students to write notes to one another. Often we give our "mailman" an interesting persona - a gorilla, a fairy, a clown, a Mr. Postman... try using a silly costume, give him/her a soundtrack, and make it an silly part of the evening. Be sure to "screen" the mail to ensure that it is appropriate! (Not the time for love notes, and definitely not for mean things...)
7. **Rules Video/Staff Introduction (Opening Session Only):** Create silly videos to communicate important information like rules of the camp and to introduce the MA staff members. These should be made during staff training week.
8. **Introduce Important Staff Members (Opening Session Only):** Be sure to introduce any staff members who have special roles such as camp nurse, hospitality, dorm parents, clean room checkers, and the speaker.
9. **Worship:** It's why we're here! Have slides ready with the words - it's an important way to invite everyone into worship.
10. **The Talk:** Give your speaker an awesome introduction the first night and be sure to welcome them to the front in style each night after that.
11. **Closing Remarks:** Be sure to close each session well. Tie a bow on what the speaker shared, make announcements, and release the youth into the next activity.

Day 1 PM Session: Opening Rally

| | Element | MC | Media |
|----|---|-------------|--|
| 1 | Intro Music | - | MA iTunes Playlist |
| 2 | Countdown | - | 60 Second Video - LINK |
| 3 | 80's Aerobics | Dan | <i>Pump Up the Jam - Technotronic</i> |
| 4 | Welcome | Liz | |
| 5 | Staff Introduction | Liz | Staff Intro Video |
| 6 | Game: <u>Goldfish PB Toss</u> Cleanup: <u>Natalie & Josh</u> | Carolyn | MA iTunes Playlist |
| 7 | MA Rules | Corrin | Rules Video |
| 8 | Dorm Parents Introduction | Liz | |
| 9 | Mail Introduction | Mark | <i>Mr. Postman</i> |
| 10 | Worship | Axel & Team | Songs: The Stand, Hosanna, Our God, 10,000 Reasons |
| 11 | Speaker Introduction | Liz | |
| 12 | The Talk | Brandon K. | |
| 13 | Closing | Liz | Exit Music - MA iTunes Playlist |

Remember to announce...

Lights out at 11:00 pm
Breakfast at 7:30 am

Session: _____

| | Element | MC | Media |
|----|---------|----|-------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |

Remember to announce...