

NORTH TEXAS

# YOCO 2022

YOUTH CONVENTION  
DEC 31 - JAN 01

## Event Guide

Youth Convention. One weekend that can make the difference in a student's life forever. The District Youth Department is dedicated to creating an experience that leads students to encounter Jesus and walk away changed. This guide is a way to help youth pastors and leaders navigate through the different parts of Youth Convention.

### Checklist:

- Advertise
- Sign up Sheet/Application
- Sponsors/Leaders
- Budget
- Book Lodging
- Book Transportation
- Pre-orders & Late registration
- Parent Itinerary
- Fundraising (optional)

## **Advertise:**

-You can start advertising for Youth Convention in your youth and church publication/media as soon as possible.

-You can utilize social media to create some interest in your students and leaders. Share or repost media material from our Instagram @ntxyouth.

## **Build a budget:**

-One of the scariest parts of pulling off any event is the cost, so this is where a good budget comes in to play! Being able to anticipate costs & expenses ahead of time will give you the best idea of 'cost per person,' and this will help determine how much to charge each student. This is important for both you and your students as you plan and prepare for the Youth Convention weekend.

You're looking at four major costs: Registration, Lodging, Meals, and Transportation.

### **-Registration**

The cost of registration per person will depend on *when* you actually register. NTYM will have two registration deadlines leading to the actual event weekend, and there will be an increase in registration cost after each deadline. The sooner your group registers, the better (aka the cheaper)!

**oNote:** Lodging registrations will close **12.19.21**.

If your whole group is staying at Lakeview, don't miss this 12.19.21 deadline for last minute add ons! Even though we would love to, we can't accept add ons at the door.

You can still register last-minute general admission at the door!

\*Tip: Though our (NTYM's) cost of registration will change after each deadline, you might want to lock in one registration price for your students (typically the last registration deadline cost) if you don't want to adjust costs on your end.

### **oLodging**

Most churches will house their groups at Lakeview or a hotel during the Youth Conference weekend. Hotels typically cost \$89-\$125/night.

Now, if you have three people in each room (one leader, two students), your 'per person' cost is around \$29-\$40.

\*Note: If you choose to stay at Lakeview, NTYM will reserve your lodging for you. Costs will be included in your registration price.

### **-Transportation**

If your church already has vans or buses you can use, your total transportation expense might just be the cost of fuel.

If not, you may need to rent vans or charter buses. Always shop around early for the best rates. A 15-passenger van can run you \$500-\$1000, making the 'per person' cost of that rental \$30-\$65/person (for 15 passengers). A 50+ passenger charter bus can cost around \$2000, making the 'per person' cost of that \$40/person (for 50 passengers).

### **-Meals**

While meals are not included, we are able to offer a group order for Pizza on Friday's Dinner and Chick-Fil-A on Saturday's Lunch. A pre-order large pizza is \$10 per box which feeds about 3 students (\$3 - \$4 'per person'). Chick-Fil-A is \$8 per person. During the Block Party - we will have food vendors available for purchase.

\*Note: You can plan to head into town for any of the meal times! Just don't forget, it is New Years so some restaurants may be closed.

\*Tip: Breakfast is your least expensive meal! Donuts, Kolaches, or cereal are your cheapest options!

### **-Total Cost**

When you have determined the cost of each of these four areas (Registration, Lodging, Meals, Transportation), you can add them into one overall price to determine your cost per person. This will give you an idea of how much you'll charge each student.

## **Signing Up Students**

-Now that you've gotten the word out on Youth Convention through your **advertising** and determined a cost per person (**budget**), you can start having students **sign up!**

-You can use a sign-up sheet to collect contact information & keep record of payment.

-Keep sign-up sheets **UP TO DATE**—especially if you have prices adjusting along with NTYM's registration cost deadlines.

-You will also need consent forms for your students and their parents to fill out and sign. NTYM will collect these at Check-In. They can be found on our website!

\*Note: As you sign up students, don't forget to **RECRUIT LEADERS**. Give them enough time in advance to request time off of work, coordinate baby sitters, house sitters, dog sitters, etc.

# OCTOBER

## **Advertise:**

-Advertising should continue all the way up to the Youth Convention Weekend. This helps build anticipation and excitement within your group!

## **Sign Up Students:**

-Now how long you sign up students is at your discretion. You may want to give a definite cut-off date so you can make sure you have enough room in your vans, enough hotel rooms reserved, enough time to register with NTYM by the deadlines, etc.

-NTYM's first registration deadline will be November 17th, meaning you can expect an increase in the cost of registration. Again, update any registration costs on your end (if necessary) as NTYM's cost of registration will increase.

-Don't forget to recruit leaders as needed! For General Admission and Cabins, we recommend 1 leader for every 9 students. When staying in the Lodge or hotels, we recommend 1 leader for every 2-3 students.

## **Book Your Hotels:**

-This step may take a little bit of guesswork. You probably won't have all of the students signed up who will be coming, so you'll probably need to reserve a couple more rooms than seem immediately necessary.

-There are blocks of rooms set up for Youth Convention. Information on these will be found on the Convention page of our website. There will also be deadlines for these blocks as well. Keep that in mind when booking your hotels.

\*\*Note: If registering for Cabins or Lodges at Lakeview, we will take care of booking your stay and contact you for each of your leaders' info.

## **Communicate With Parents**

-It may be a good idea to send an email/snail mail letter to parents of students interested in going to Youth Convention. Be sure to reach out to every student who attended with your group last year, it's a great connection point to chat with those students who haven't been back to youth group in awhile!

-Also, a parent meeting may be a great way to get information to parents because students often (most of the time) don't communicate effectively with parents.

## **Fundraising:**

-You may have students who can't afford to attend Youth Convention, or you may have extra expenses that are not include in the 'cost per person' that you're charging each student. This is where fundraising comes in!

-See 'Fundraising Tips' on the last page.

# NOVEMBER

## **Continue to Advertise:**

-You should have a good amount of students signed up by November. Consider increasing the amount of advertising you are doing as we get closer to the Convention weekend.

## **Continue Signing Up Students:**

-Maintain the sign-up sheet (or online church registration) and have your final deadline firmly established and communicated.

-At this point, you should have a pretty accurate count of people going, but you should expect to have stragglers.

-Keep an eye on the On Time Deadline, **November 17**. This is your last day to complete the NTYM registration at the lowest price. This is also your last day to drop your group's total numbers without paying the \$20 per person deposit.

-A common question we get asked, "What if I don't have my final number by 11.17.21?" That's okay! Register the number you are positive on (including your leaders!). This will help your event budget. Continue to encourage students to sign up throughout November and December! You can complete a second registration in December for any additional Late attendees (see next month below).

## **Book Hotels and Transportation:**

-Book any extra hotels you need. Keep in mind many hotel blocks close the reduced rate for the hotel during this month or the first part of November.

-Go ahead and book your transportation. You should have a good idea of the number of people going to determine your transportation needs.

## **Fundraising:**

Do any final fundraising for your event.

# DECEMBER

## Continue Signing Up Students:

- Do a final push in your youth services the first and second week of December to confirm any stragglers who are late signing up.
- Talk to your Senior Pastor about announcing the final date to register for Convention in your Sunday Services. This will help connect you with students who aren't yet apart of your youth group.
  - \*Note: Your deadline should be before 12.19.21. This is YOUR last day to register with NTYM so make sure your student deadline is enough time in advance to collect info to complete registration with NTYM.
- If you have already completed an On Time Registration, go ahead and complete a Late Registration with your late attendee totals or email [cburke@northtexas.ag](mailto:cburke@northtexas.ag) for changes.
  - \*Please avoid completing more than 1 group registration per deadline.

## Pre-orders

- 12.12.21 is the final day to add or adjust your pre-order numbers. If it seems like you might add a few students between this date and the close of registration (12.19.21) then over order on Pizza and Chick Fil A. It's always good to have plenty of food than not enough!

## Late Registration

- Registration closes **12.19.21**. Don't miss this date! As much as we would love to accommodate last minute add ons to the Cabins and Lodges, we won't be able to beyond this date.
- If your group is only registering for General Admission and not utilizing Lakeview, you may add additional students after 12.19.21. Any additional registrants will be in the AT The Door pricing for General Admission. Feel free to email Chelsea at [cburke@northtexas.ag](mailto:cburke@northtexas.ag) if you have additional students joining beyond 12.19.21. It's no problem at all if you just wait to update your registration at Check In for General Admission **ONLY**.  
**Please don't bring additional students to Check In for Cabin & Lodge registrations as all beds will already be accounted for and they will have no place to stay!!**

## Communicate With Parents

- Mail/hand a letter to parents with full details including an itinerary. Make sure to include departure time and estimated time arriving back home. Include any details on meals that need to be provided.
  - \*Tip: If you want to, budget the cost of meals into your overall cost for the event. By doing that, you can then provide meals and parents don't have to worry about their kid(s) not having enough money for the trip

# December 31

## Lead your group to Convention!

- Have a copy of every students' consent form with you to turn in at Check In.
- Have copies with you of registration information and any medical instructions given to you by parents. Being a one night event, NTYM will not have medical staff present so you will be responsible for any medication needs your students may have.
- Give yourself time to get to Convention. Don't try to rush and leave last minute. Check in is from 9:30-10:00 am. The first service starts at 10:30am so you don't want to be late!
- Enjoy the journey, and trust the Lord for an awesome Youth Convention!

## FUNDRAISING TIPS / IDEAS

- Receive an offering in Sunday Services.
- 13<sup>th</sup> Car Payment  
Challenge people to give the same amount of 1 car payment.
- T-shirt sales
- Dinner Theater
- ‘Thons’ – Walkathon, Bikeathon, etc
- After Church Dinners / Desserts
- Rent a Teen
- Make and Sell Fall crafts

These are just a few, but there are many other fundraising ideas you can find on different online resources!