

Printable Checklist

Plan

- 🍃 Date and time confirmed
- 🍃 Location confirmed
- 🍃 Weather backup plan in place

Food and set up

- 🍃 Food plan agreed
- 🍃 Dietary needs considered
- 🍃 Water, wipes, hand gel and bins arranged
- 🍃 Tables, chairs, blankets and shade sorted

Fundraising

- 🍃 Fundraising idea chosen
- 🍃 JustGiving page set up if using
- 🍃 Collection box or envelopes ready if using

On the day

- 🍃 Welcome sign ready
- 🍃 Clear directions in place
- 🍃 Offer water and breaks regularly

People and access

- 🍃 Invitations shared
- 🍃 Accessibility checked
- 🍃 Quiet space planned

Activities

- 🍃 Two to four simple activities chosen
- 🍃 Music plan agreed
- 🍃 Nature or sensory items ready

Publicity and consent

- 🍃 Social media plan agreed
- 🍃 Photo consent approach agreed
- 🍃 Volunteers briefed on dignity and respect

After the event

