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**GET OWT! Checklist**



Use this checklist to make sure you are fully prepared for starting
Get OWT!

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| **ACTION**  | **COMPLETED**  | **COMMENTS** |
| Read through set-up guide  |  |  |
| Picnic and pray |  |  |
| Talk with all relevant team  |  |  |
| Identify a suitable location |  |  |
| Do your research and engage with families  |  |  |
| Complete all relevant safety checks including adherence to current government guidance and completion of risk assessment form |  |  |
| Gain relevant permission and approval from your local authority for use of land |  |  |
| Gain permission from your corps leadership team and DHQ for approval of programme |  |  |
| Source all equipment  |  |  |
| Advertise  |  |  |
| Plan your session  |  |  |
| Print any necessary resources for activity packs |  |  |
| Print out and familiarise yourself with the record of attendance and bubble sign up sheets – this is crucial for making sure attendees stay safe according to the current guidelines |  |  |
| Print all signage for use on the day |  |  |
| Order copies of *Kids Alive!*, *War Cry* and any other leaflets to hand out on the day |  |  |
| Do a practice run through with the team |  |  |