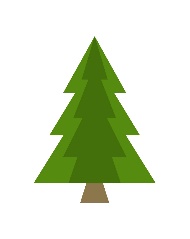
**[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiMoaLcm97gAhUh5uAKHaz4CKUQjRx6BAgBEAU&url=https://www.freeindex.co.uk/profile(red-shield-enterprises)_212637.htm&psig=AOvVaw0Itu7qeWPHgu0ifE_WUZwE&ust=1551436025053649)**

**GET OWT! Checklist**



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

|  |  |  |
| --- | --- | --- |
| **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 |  |  |