

Venue Checklist - Looking for a Venue

The venue should be child friendly, appropriate, available and welcoming. Below is guide to help find a suitable space.

1. Getting there	Notes - Yes/No
Is this venue convenient for everyone?	
Is there level access/lifts?	
Is there cycle parking on site?	
Is there car parking on site?	
Is there public transport access nearby?	
Is there internal secure space to park prams/push-chairs/scooters/etc.	

2. Activities	Notes - Yes/No
It is important everyone can be in the same space. Is there enough space for adults (say up to 10) to gather in a circle or round a table and also for children to play safely and freely alongside?	
Does the venue have play resources/materials you could make use of?	
Does the venue have chairs and table(s) you could make use of?	

3. Availability	Notes - Yes/No
Is it available on a weekday for up to 3 hours between school drop-off and pick-up times?	
Is childcare available at the same time?	

4. Well being & Safety	Notes - Yes/No
Are there kitchen facilities, including potable water & sinks?	
Are there accessible toilets?	
Is the space heated?	
Is the space naturally lit?	
Is there a risk of children wandering off	
Is there a risk of falling from a height	
Are there trip hazards?	
Boiling water	
Dangerous equipment	
Electrical equipment	
Traffic	

Venue Checklist - Once You've Found a Venue

Below is a guide to what you might need to provide on the day, if they are not available at the venue.

5. WC	Notes - Yes/No
Baby changing facilities	
Soap	
Toilet roll	
Hand towels	

6. Refreshments	Notes - Yes/No
Catering	
Plates	
Napkins/Tissue	
Drinks	
Cups	
Tea bags/coffee	
Milk	
Kettle	
Washing up liquid and cloth	

7. Health and Safety	Notes - Yes/No
First Aid Kit	

8. Activities	Notes - Yes/No
Tables & chairs	
Screen	
Flipchart	
Play materials	

Session Checklist

Before starting a session, there are a few things to consider to ensure you are creating a comfortable and safe environment for carers and their children. Depending on what session you are doing, you may need to prepare different things as stated on the session plans, but as a general rule of thumb, it would be good to always have the following things:

Tick:

Food	
Drinks	
Tea, Coffee, Milk, Sugar	
Phone/Voice recorder for recording	
Laptop for presenting (depending on session)	
Screen for presenting (depending on session)	
Money	
Envelopes to distribute money (dependent on your payment method) <i>if applicable</i>	
Payment Signature Record Form (so you have a written record that participants have been paid) <i>if applicable</i>	
Printed Consent Forms	
Printed Feedback Forms	
Printed Session Material (i.e. maps, worksheets, etc.)	
Physical Session Material (i.e. pens, pencils, etc.)	
Toys for Kids	