Planning Sheet

Name: _____

Our event

Host planning workbook • Fill in before sharing invitations

Purpose and chosen theme

Date, venue and permitted capacity

Ages and registration limit

Who is leading and how to contact them

General activities and clearly labelled optional faith sessions

Planning Sheet

Name: _____

Children and helpers

Host planning workbook • Fill in before sharing invitations

Accessible entrance, toilets and working spaces

Sensory and communication adjustments / quiet space

Safeguarding and supervision arrangements

Check-in and authorised collection procedure

Food ingredients, allergies and private contact process

Planning Sheet

Name: _____

Stations and supplies

Host planning workbook • Fill in before sharing invitations

Crafts: materials per child × places

Games: learner sheets and separate host keys

Borrowed items, donations and purchases

Printing: A4 or Letter; actual-size test craft

Wet-weather and extra-attendance fallback

Planning Sheet

Name: _____

Our programme

Host planning workbook • Fill in before sharing invitations

Setup and helper briefing before arrival

Arrival and welcome

Stations and transition / water breaks

Seated food break and optional reflection alternative

Supervised collection, cleanup and helper review