

Light Party Planning Checklist

Light Party • Host preparation and display

- ☐ Confirm the purpose and clearly label any Christian sessions
- ☐ Book venue, capacity, accessible route and toilets
- ☐ Agree safeguarding, supervision and collection procedures
- ☐ Choose date, start and finish times
- ☐ Set registration limit and RSVP contact
- ☐ Ask families about access, sensory and food needs
- ☐ Set budget and record confirmed donations
- ☐ Choose a manageable craft and game programme
- ☐ Assign helpers and station responsibilities
- ☐ Order supplies and print actual-size test sheets
- ☐ Prepare food ingredient and allergen information
- ☐ Check LED products and secure all batteries
- ☐ Plan quiet space, water and transitions
- ☐ Brief helpers and check room before arrival
- ☐ Check children out, clean up and review spending