

## Planning and checklist

With this checklist we go through all the information that we have discussed in our meetings or phone calls. I kindly ask you to have this document by hand so everything can be checked and well organized in time.

### **1. *After invitation, about four weeks in advance, at least:***

- The room where the event will take place needs to be a proper location , kind of a sports room for about 15x25 meters would be necessary. The sealing has to be at least 5 meters high and the room should not have any obstacles (like pillars or so).
- Be aware that during the program, the noise level can be loud, especially in the beginning. Therefore we want to check if there can be any disturbance and the room doesn't have too much echo.
- There has to be space for chairs (as much as the total number of people including team and volunteers), around 3 or 4 tables (for equipment, materials and snacks, depending on the size of tables) and wall outlets for power has to be present in the room.
- It would be nice that toilets are close by, if possible, for better logistics
- Take in consideration that sounds from outside of the room can disturb the program, such as the bells, or a playground next to the room. If this is the case, we have to negotiate what we have to do or choose another room.
- It would be good if the temperature can be around 20 degrees and the room can be well ventilated
- The room has to be free for the "Fă un Pas"- team one hour in advance and at least 30-45 minutes after the program. This is for the set-up and preparation and the evaluation and cleaning up afterwards.
- We might negotiate about the possibility of having the door of the room closed / locked during the program to avoid people accidentally entering the room.

### **2. *Three or two weeks in advance:***

- The Make a Step team comes to the school for a presentation/briefing for the school leaders who will participate
- Confirm the group/class, number of students and age who will participate
- Confirm the version of the program (short / long)
- Confirm date, location and time
- Recruit volunteers and school leaders.
- If necessary: Confirm any costs (snacks / water)
- Manage aftercare responsibility and make a list of names / phone numbers / email addresses etc.
- Manage contact person school and "Fă un Pas"- team / coordinator.

**3. Two weeks in advance:**

- Make the paperwork for partnership
- Send the form for signature parents (agreement) to the school/students
- Make up the contract for director and school leaders who will participate

**4. One week in advance:**

- Double check: Make sure that all paperwork is done (partnership / contract / parents agreement)

**5. One day in advance:**

- Possibly a last check up with the school
- If possible, we can already set up the room for the next morning
- Message for all school leaders (and volunteers, in case) as a reminder

**6. The actual day:**

7. One hour in advance the “Fă un Pas”- team arrives to set up the room.
- 8.

## **Room setup**

The room has to be set up like it looks in the picture below. This is an example.

The circle in the middle is the circle of chairs, put down in a netty circle. Next to the circle (in the drawing above and under) are two tables which are for some water and snacks for during the breaks, they can be placed anywhere around in a strategic place. On the right side there are two tables which are tables for the sound system and materials for the “Fă un Pas”- team. The 4 lines on the left of the drawing are doors. Of course, there might be not 4 doors, but these are the locations where the door can be and how the relationship is to the position of the chairs.

Important is that the tables for the sound system and materials are (as much as possible) in the opposite of the entrance and close to a power outlet. The area around the entrance has to be free.

