



PHOTO: JON BEARD



STEP 6: LEADER'S EVENT DAY CHECKLIST

The day is here. Time to enjoy the outdoors! After all the planning, you want to make sure the day of goes smoothly. Here is a list of things to bring, forms to sign, and reminders—everything you need to build community and enjoy the many proven benefits of nature.

- **SIGN-IN SHEET:** Having participants sign in can help you in future marketing efforts or help if you need head counts during the event.
- **PHOTO RELEASE FORM:** If you plan to take pictures and use them in your marketing, you must get permission from participants who may appear in those photos by having them sign and date a release form.
- **LIABILITY WAIVER FORM:** Beyond bee stings, scraped knees and poison ivy, accidents do happen. Have participants sign a liability waiver, which is a common practice for outdoor events involving young children. Some organizations and venues provide liability insurance to groups visiting their property. That kind of arrangement can be very helpful to your Families Together in Nature Group.
- **COMMENT AND SUGGESTION FORM:** Gather comments and input from participants after the event to help in planning the next one. Online surveys work well too!

THINGS TO BRING:

- Pens and pencils
- All forms for participants to sign
- Special equipment needed for the day's activities (field guides, nets, magnifying glass, etc.)
- Extra water and snacks
- First-aid kit
- A list of housekeeping announcements for the beginning of event, including reminders such as: requiring that parents and guardians stay with their children, where bathrooms are, the route map, etc.
- A team of Leads. A couple of people working together can make the event run more smoothly. Make it a family affair or ask a friend to help lead.
- Energy, curiosity and joy!

