

The Playtime New Term Checklist

ITEM	Delegated to...	Done?
Are notice boards up to date?		
<input type="checkbox"/> Welcome notice with entry fee information	<input type="checkbox"/>
<input type="checkbox"/> Team photos	<input type="checkbox"/>
<input type="checkbox"/> Programme for the term	<input type="checkbox"/>
<input type="checkbox"/> Important dates publicised?	<input type="checkbox"/>
Badges		
<input type="checkbox"/> Team name badges	<input type="checkbox"/>
<input type="checkbox"/> Name stickers for everyone who comes	<input type="checkbox"/>
Is the welcome pack up to date?		
<input type="checkbox"/> Newsletter	<input type="checkbox"/>
<input type="checkbox"/> Welcome letter	<input type="checkbox"/>
<input type="checkbox"/> Policies and procedures information	<input type="checkbox"/>
<input type="checkbox"/> Registration forms	<input type="checkbox"/>
Equipment		
<input type="checkbox"/> Toy cupboards tidied	<input type="checkbox"/>
<input type="checkbox"/> Toys cleaned	<input type="checkbox"/>
<input type="checkbox"/> Soft fabrics washed	<input type="checkbox"/>
<input type="checkbox"/> Broken toys discarded	<input type="checkbox"/>
<input type="checkbox"/> Fresh batch of Playdough	<input type="checkbox"/>
<input type="checkbox"/> Any new toys required?	<input type="checkbox"/>
Administration		
<input type="checkbox"/> Health and Safety assessment	<input type="checkbox"/>
<input type="checkbox"/> CRB checks	<input type="checkbox"/>
<input type="checkbox"/> Insurance	<input type="checkbox"/>
Publicity		
<input type="checkbox"/> Church update	<input type="checkbox"/>
<input type="checkbox"/> Information correct on local websites?	<input type="checkbox"/>
<input type="checkbox"/> Check your listing on www.netmums.com	<input type="checkbox"/>

