

Taster Session Checklist



Pre-Session planning list

To do	To buy	To prepare	Kids Matter resources
<i>Reminder text to parents</i>	<i>Refreshments - pastries, fruit, tea, coffee, milk, sugar</i>	<i>Kettle, mugs, jug of water, spoons, glasses, plates</i>	<i>Facilitator's taster sheet</i>
<i>Double-check room is booked</i>	<i>Flowers</i>	<i>Table cloth, napkins</i>	<i>Taster Register</i>
<i>Crèche room and team booked if you're running a creche</i>	<i>Tissues</i>	<i>Current information on local resources in the community</i>	<i>Pens</i>
<i>Sticky labels for names of guests</i>		<i>A3 paper for 'Family' icebreaker plus blue-tac</i>	<i>Additional invitations for guests to give to friends</i>
<i>Pray!</i>			

On the day:

- *Prepare tablecloth, pastries, food and flowers (etc.) on the main table*
- *Tea and coffee on a separate table*
- *Welcome people as they arrive – be ready to welcome guests up to 15 minutes early*
- *Introduce yourself, and each other, and give out name labels*
- *Offer a tea, coffee or water*
- *Record attendance and details of guests in accordance with your church/charity GDPR guidelines*

Remember: *Smile, be positive, be ready to share your good and bad experiences of parenting!*

Your taster session should aim to be around an hour to an hour and a half. Your main objective is to get to know potential guests and make them feel at home and relaxed about attending the group.

My goals in facilitating this session:

- Parent/carer feels sufficiently comfortable and welcomed, so that they will come back
- Parent/carer knows what a Kids Matter programme session will feel like by experiencing the section on encouragement
- Parent/carer has opportunity to ask questions about the programme
- Parent/carer has opportunity to meet others who may attend the programme
- Parent/carer has opportunity to see what crèche facilities are available and who will run them