

Handing out materials planning sheet

Finding friends to help		
Steps	Details	
Find some friends/other Champions who would like to take part	Names of friends/other Champions: • • • • Contact details of friends/other Champions: • •	
Event location and date		
Steps	Details	
Decide where you would like to carry out the activity	Ideas for locations: • • •	











Find possible dates with your friends (around 6 weeks to 2 months away)	Possible dates: • • •
Contact the owner/manager of your first choice option to see if you can hand out leaflets and if you can do it without paying a fee	Option 1: Name of the owner of the land: Contact details of the owner of the land:
If the first option doesn't work out, contact the owner/manager of your second choice option to see if you can hand out leaflets and if you can do it without paying a fee	Option 2: Name of the owner of the land: Contact details of the owner of the land:
If your first and second choice don't work out, contact the owner/manager of your third choice option to see if you can hand out leaflets and if you can do it without paying a fee	Option 3: Name of the owner of the land: Contact details of the owner of the land:











Which location was agreed?	Address of agreed location:
	Contact details:
Agree a date and time with land owner/manager	Date and time decided:











Ordering materials	
Steps	Details
Order or print out your materials (allow at least 2 weeks for delivery if ordering)	Materials ordered/printed:
Decide what time you are going to arrive and when you are going to take breaks	Start time: Break times: • • Debrief time:

Good luck with your activity!!







