

If you're a youth leader, we'd love you to consider bringing your youth group to join us as we launch Satellites this summer.

We believe it's going to be a transformational five days that will inspire your young people to put God at the centre of their lives for the other 360 days of the year – not just whilst they are with us at the event. That said, we know there's a whole lot of work that goes into taking your young people away so as well as our group leader guide (which you can download from the website!), we've pulled together this handy checklist to help you prepare for Satellites!

Checklist:

- ☐ Create your group on the Satellites booking system + book your group leader ticket
- ☐ Invite your young people to Satellites + email their parents/guardians to explain more
- ☐ Get as many of your group booked on before the early bird booking deadline (end of February) – you'll save up to £20 per person!
- ☐ Recruit other leaders to come with your group – we'd recommend at least one leader for every ten under 18s
- ☐ Follow @satellitesevent on social media to stay up to date on all of our event news
- ☐ Send out permission forms to parents/guardians – there's a template on our website
- ☐ Collect money from parents/guardians for food and travel (if you're doing this as a group)
- ☐ Source tents for your group – ask people in your church if they can lend you them, or check out the accommodation page on our website for info on hiring camping gear for the week
- ☐ Find out any of your young people have any medical, accessibility or dietary requirements
- ☐ Plan your meals for the week
- ☐ Arrange transport to get your group to and from Satellites
- ☐ Make sure all of your leaders have been DBS checked, and have read through the Satellites safeguarding policy as well as any policies your church have
- ☐ Sort out cooking equipment and maybe even a separate cooking marquee
- ☐ Host a meeting for parents/guardians to give them more information about the week
- ☐ Order an electric hook-up if you need one
- ☐ Think about creating a behaviour contract for all of your young people to agree to – you can find our site rules on the resources page of our website
- ☐ Complete a risk assessment for bringing your group to Satellites
- ☐ Send a kit list to your young people – there are some suggestions up on our website!
- ☐ Dust off the church marquee so you can have a communal hangout area for your group
- ☐ Get the rest of your group booked on before the standard rate deadline (end of June) – save up to £10 per person
- ☐ Agree a curfew for during the event (our venues will close by 11.30pm and we would ask camp sites to be quiet by 1am)
- ☐ Check your first aid kit is still in date and be sure to pack it!
- ☐ Plan some group activities - everything from hot chocolate in the evening, to sports matches, to which seminars you're going to together
- ☐ Allocate who is sleeping in which tent
- ☐ Send out final important information to parents/guardians, along with contact numbers to get in touch with you during the event
- ☐ Do a food shop
- ☐ Pack! And include spares of everything your young people may forget!
- ☐ Pray!