

Organiser checklist

For a WI, U3A, church, tenants' or parents' group. Free to use; no need to ask us.

Before

- ☐ Pick a 20-minute slot (plus questions) and a speaker from your group
- ☐ Fill in your group's name and the date on slide 1
- ☐ Test the slides on the laptop or TV you'll use (PowerPoint, Keynote, Google Slides, or the PDF)
- ☐ Print one handout per person (A4, black and white is fine)
- ☐ Print the sign-in sheet if your group uses one

On the day

- ☐ Read the speaker notes once beforehand
- ☐ Keep it calm and practical; stick to the everyday situations on the slides
- ☐ Hand out the handouts at the end, so people listen first
- ☐ Ask who would like a knock in an amber weather warning

After

- ☐ Keep the sign-in sheet with your group's records; don't send it to us
- ☐ Groups that want printed packs with their name on: civiliansurvivalhandbook.com/organisations/
- ☐ Tell us how it went if you like: hello@civiliansurvivalhandbook.com