

Launch checklist

Ten things before session one, and the same three lists every week. Tick with a pen.

Group and topic

Start date

Facilitator

Before session one

- | | |
|---|--|
| ☐ Pick one topic and one audience, narrow enough to name in six words | ☐ Choose the format, the number of sessions and the length |
| ☐ Confirm your licence covers a paid group and check the title you advertise | ☐ Book the room. Chairs in a circle, no table in the middle |
| ☐ Write the one-page flyer: who it is for, the dates, the price, how to apply | ☐ Run a fifteen minute screening call with every applicant |
| ☐ Consent form signed: confidentiality and its limits, cancellation, recording | ☐ Write all session plans before session one, not the night before each |
| ☐ Book your own supervision for the whole run, weekly for a process group | ☐ Print the feedback form. Give it at session one and at the last session |

Every session

BEFORE

- ☐ Chairs in a circle, no table in the middle
- ☐ Plan printed, one idea only
- ☐ Forms and task cards on the seat
- ☐ Phone on silent, door closed

DURING

- ☐ Rules stated in thirty seconds
- ☐ Everyone speaks in the opening round
- ☐ Task written down before they leave
- ☐ Closing round done, nobody walks out opened up

AFTER

- ☐ Notes written the same day
- ☐ Attendance logged
- ☐ Anything for supervision noted
- ☐ Message anyone who missed