



Sample Checklist for session

Running an Afternoon Tea Session

Preparation

1. Booking taken by the Office:
 - Number of participants
 - Number of Carers
 - Residence
 - Type of package (if applicable)
 - Wheelchair users
2. Notify:
 - Coach/ and session lead
 - Therapy dogs (if applicable)
 - Make sure booking in diary / arena schedule
3. Day before session
 - Ensure tea and cake refreshments are in stock
4. 2 hours before session begins
 - Risk assessment of all areas being used (sensory garden)
 - Prepare equipment (equine, chairs, tables, cakes and sanitizing stations)
 - Sponsor a pony information and/or a donation tin
5. 30 minutes before
 - Risk assess the gallery / viewing area
 - brief all volunteers
6. 20 minutes before
 - lay out cakes, tea (milk and sugar) and any name badges
7. Arrival of participants and helpers
 - show them to their seats and make sure they are comfortable
 - take relevant paperwork (consent forms and check names)
 - Health and Safety briefing (including location of toilets, fire exits and procedures)
8. Session
 - The time of year and weather will determine where and what you do
 - Volunteers to serve tea and cake
 - Participants watch session and engage if they want to
9. End of session
 - Thank participants and ensure they are safely back to transport
 - Clear up gallery

It may also be useful to have an after session debrief with all volunteers.