

A little makers' day

Fictional children’s event / planning sheet for adults



Make, share, tidy up

A fictional afternoon of paper crafts. Adults review materials, supervision, access and the venue plan before use; no children’s personal information is recorded.

Time	Activity	Adult role
13:00	Welcome and explain	Show the steps
13:15	Make a paper shape	Help with materials
13:45	Share what we made	Invite participation
14:00	Tidy up together	Count and collect tools

One clear step at a time. Leave room to ask for help.

Before the day

- Review plans with the responsible adults and organizer.
- Adjust materials and timing for the venue and participants.

Illustrative planning document, not a complete event safety plan.