**Checklist[[1]](#footnote-1) to Pack for Residentials**

**Administration**

* Room plan & map of site
* Dorm lists to display on doors
* Dorm lists for leaders to welcome people
* Large programmes to display
* Washing up rota (if applicable)
* List of names/contact details
* Register for each vehicle and journey
* Clipboard
* Small group lists for each leader
* Booklets for teaching & programme plus spares
* Feedback forms
* Boys only signs
* Girls only signs
* Toilet sign for boys/girls
* Meeting room sign
* Prayer room sign
* Leaders' room sign
* Lost property sign
* Name badges for young people and leaders (& lanyards if required)
* Money bags - to collect in any money for activities/any unpaid balances
* Clear list of who has still to pay something.
* Spare booking forms (if anyone hasn't yet returned them)
* Folder for health forms
* Medicine sheets for those who need medicine to give to Medic
* Leaders' health forms
* Spare health forms in case people forget to bring
* Hole punch if you haven't pre-punched health forms
* Plastic zip wallet for expenses receipts
* Risk assessment sheets
* Accident/Incident forms
* Safeguarding fill-in form
* Safeguarding envelopes
* Seminar handouts
* Cheque for speaker, activities & venue
* Change for any vending machine
* Sweets to put on beds for arrival
* Minibus permit[[2]](#footnote-2)
* Any licences/ID/certificates you need for vehicle hire
* Phone numbers of coach company/activity centre/venue etc.
* Map to venue

**Meeting Room (as required)**

* Décor for meeting room
* Projector (including power cable and linking cable to laptop)
* Laptop (including power cable)
* Memory stick
* Projection screen
* Amp
* Jack to link laptop with amp
* Printer for last minute work
* Flipchart
* Flipchart paper
* Flipchart pens
* Spare Bibles
* Bible notes to give away
* Tracts

**Music (as required)**

* Sheet music
* CD player
* Music stands
* Lighting
  + Lighting Desk
  + Lights
  + Cables
* CDs/iPod if required
* Drum kit
* Drumsticks
* Drum key
* Speakers & stands
* Mixing desk
* Cables and wires
* Mic stands
* Speaker stands
* Foldbacks
* Extension sables
* Small jack – Big jack cable
  + Keyboard
  + Keyboard pedal
  + Keyboard stand
  + Keyboard power supply
* Acoustic Guitar
* Guitar stand
* Amps
* Wireless mike receiver
* Wireless mikes
* Spare 9V batteries (for wireless mikes)

**Activities[[3]](#footnote-3)**

* Sports Equipment
  + Volleyball
  + Football
  + Rounders Bat
  + Tennis Balls
  + Spikeball
  + Frisbee
* Ball pump with valve
* Whistle
* Air horn
* DVDs as fillers in programme/wet weather option (age appropriate)
* Cones
* Team bibs
* Table tennis bats
* Table tennis balls
* Indoor games
* Paints/craft stuff
* Protective sheeting
* General resources for games – balloons, newspapers, polos, pasta, marshmallows.
* Long ropes (often useful)
* Sussed/DMC decks[[4]](#footnote-4)

**Catering (as required) but you often need**

* Squash
* Biscuits or alternative for those with allergies
* Cups
* Mugs for hot drinks
* Tea
* Coffee
* Hot chocolate
* Milk
* Urn
* Sugar
* Teaspoons
* Snacks if required
* Thermal jugs

**Emergencies**

* Sun tan cream
* Luminous jackets (2 per minibus/coach/van)
* First aid kit(s)
* Paracetamol[[5]](#footnote-5)
* Spare toothbrushes!
* Spare towels
* Spare sanitary products
* Torches

**General stationery**

* Black marker
* Gaffer tape (but don't use it on polished wooden floors...)
* Masking tape
* Lots of Blu-tac
* Pencils/Biros – twice as many as you have people
* Coloured card
* White paper
* String
* Glue
* Scissors
* Post-it notes
* Scrap paper

**General**

* Candles
* Matches
* Camera, charger & connection cable
* Tripod (if required)
* Sick bags for transport!
* Prizes for any event you're running/cleanest dorm etc.
* Presents & cards for speaker/catering team/birthdays
* Bin bags
* Tissues

**Covid safety (if required)**

* Face masks
* Hand sanitiser
* Anti-bac wipes
* Anti-bac spray
* Cloths/Paper towel to use with spray
* Lateral flow tests

1. This is a long list but we still take nearly everything. You will not need everything for every venue. If there is a projection screen, don't take your own! To draw up anything else you need, work through your venue and through your programme, including going through each session. What is going to be happening? Talk to your speaker, and to session leaders - what do you need? If you want to end the day with hot chocolate, you need hot chocolate x 4, mugs, tea spoons, urn. And that's only if you buy hot chocolate where you just add hot water! The further you are away, the more careful you need to be packing... [↑](#footnote-ref-1)
2. In the UK, you need to display a permit in a minibus, if people travelling in it have paid to do so, even if you are not making a profit. [↑](#footnote-ref-2)
3. I've given you some ideas but work this out for your venue and programme. Be careful to have one line for each thing you need. As soon as you put down 3 things on one line, you are risking forgetting something. [↑](#footnote-ref-3)
4. These are great to leave around as conversation starters. [↑](#footnote-ref-4)
5. We now pack Paracetamol and have a question on our health form for residentials saying, 'Are you happy for your child to take Paracetamol if required?'. This stems from a time where one after another teenager had a headache on the first night of a residential, and I was ringing parents after midnight to ask if their seventeen-year-old could take Paracetamol. They weren't happy. [↑](#footnote-ref-5)