

Small Experiements: Planning Checklist

People & Partnerships

Who could help make this happen?

Who owns or manages the space?

Are there organisations or local groups who could become partners?

Who needs to be informed or involved?

Place

Where will the experiment take place?

Is permission required to use the space?

Is the location accessible and appropriate?

Timing

When is the best time to run the experiment?

Are there local events, school holidays or seasonal factors to consider?

What is your timeline from planning to delivery?

What will happen if it has to be postponed?

Resources

What materials or equipment will you need?

Can anything be borrowed, reused or donated?

What budget is required?

Permissions & Safety

Do you need licences or permissions?

Is a risk assessment required?

Are there safeguarding, insurance or accessibility considerations?

Communication

How will people hear about the experiment?

Who are you hoping will take part?

How will you capture feedback and learning?

Final Reflection

What's the biggest barrier to delivering this experiment?

How could you remove or reduce that barrier?

What's the very first action you could take this week?

Who could help you take that first step?

Notes