

Getting Started

A checklist for new youth theatres



This worksheet sits alongside YTAS' **Getting Started Toolkit** and is designed to help you consider whether you have everything in place to start a youth theatre. So, grab a cuppa, corral your team and work through the sheet together. If you don't know all the answers just yet, that's OK. You can find more detailed guidance on YTAS' website, or we're always here to answer your questions via phone or email. Good luck!

	Tick once considered	Who is responsible?	What do we need to do next?	Useful resources or starting points
BEFORE YOU START				
What is the situation? Why is this group needed? <i>How do you know that there is demand for this group in your area?</i>				
Who do you want to work with? <i>What age/experience/demographic/location are your participants?</i>				
Which groups exist in your area already? <i>What ways can work together or complement each other?</i>				Have a look at the YTAS Members page to find other groups.
What will make your group unique? <i>Why will they choose your group over another?</i>				
What is your current capacity? <i>How much time do you have to dedicate to this?</i>				
Where/when are sessions going to take place? <i>How accessible is this venue?</i>				Finding a Venue Info Sheet
How are you going to promote your group? <i>What budget do you have for this?</i>				
What is your timeline for starting your group? <i>When are you hoping to start?</i>				
What activities will you run with your participants? <i>What specialists will you need to run them?</i>				

THE MONEY BIT

<p>How much will it cost to run this group? <i>Will you require funding?</i></p>				
<p>Will there be a fee for young people to participate?</p>				
<p>How much will you pay your youth theatre leaders? And assistants?</p>				
<p>What other costs might be associated with running the group (venue hire, resources, cleaning, etc)</p>				

BEHIND THE SCENES

<p>Do all staff who will deal with vulnerable groups have a valid PVG certificate?</p>				PVG Scheme
<p>Do you have a qualified first aider in the team? <i>How about a Mental Health First Aider?</i></p>				
<p>Do you have public liability insurance in place?</p>				
<p>Have you completed a risk assessment for any activities you will run?</p>				Voluntary Arts' Risk Assessment for Events Organisers
<p>Do you have relevant policies and statements in place?</p> <p>For example... Artistic Child protection Health & safety Privacy Data Protection Equality, Diversity & Inclusion Social Media Photography</p>				SCDA Child Protection Resource Pack
<p>Do you have your admin processes in place? <i>How are you going to take bookings/payments? Follow up on absences, etc?</i></p>				
<p>What data do you need to collect from participants and where will this be stored? <i>Who needs to know access requirements and how will this sensitive data be shared?</i> <i>Familiarise yourself with GDPR best practice, even if you don't have to register as a data processor.</i></p>				

IN THE ROOM

How will you make participants **feel safe** and valued when they arrive?

Do you have **suitable resources** in place to assist students who may have difficulty engaging (in person or online)?

[Birds Of Paradise Access Statement Template](#)

CONNECTING WITH OTHERS

Do you know **what support is available** for you?
Have you identified any training needs for yourself or others that are working with you?

Do you know **what networks are available** that you might like to get involved in?
Have you identified any organisations or bodies that might be able to connect you with other youth theatre or arts practitioners in your field or area?