

The logo consists of a large black circle. Inside the circle, the word "SPREE" is written in a large, bold, white sans-serif font. Below "SPREE", the words "SOUTH WEST" are written in a smaller, white sans-serif font. To the right of "SOUTH WEST", there are three horizontal white lines of increasing length.

SPREE
SOUTH WEST

How to Guide

**A break down in how to
take children & young
people to Spree SW.**

This guide has been made by children & youth workers who love and attend Spree SW on a regular basis with the hope that it will encourage and support you. If at any point you are feeling overwhelmed, please get in touch with us at info@spreesw.org.uk as we would love to support you.

-You've got this!-

Step One – Prepare

Seek approval & support

Before you do anything else, ensure your church leadership is behind the idea. Once you gain their support, they will be able to encourage and pray over the project. You may wish to explore if any other local churches are going and consider joining together to share resources and support one another logistically. We can help you with this if so, please get in touch and we can connect you.

Book the group leader

Booking with Spree SW is easy. You can book your church/group on without needing to book any of your team or young people. As soon as you book on as the group leader, you will be given helpful information and be kept up to date, making your planning easier. The Spree SW team can also support you and make the process easier for you.

Work out your budget

In addition to the cost of the ticket, you will need to consider other costs that you will incur such as food and travel costs. You may also consider whether you will pass the full price of the ticket onto the children & young people and your team, or you may wish to subsidise tickets or make it completely free as some do! In short, work out the overall cost for each participant.

Create consent / booking form

Hand out Spree SW consent forms to all the parents/carers of your children and young people. You can find the consent form on the website, under Group Leader Resources. Please note you may need to create an additional consent form if additional permissions are required; for example transporting the children and young people to Spree SW.

Step Two – Promote



Promote in church

Consider using the promotional video that can be downloaded from the website, as it helps people understand and see what the festival is like. Remember you are not just promoting to the children & young people but to their parents/guardians and the wider church! Great opportunity to encourage young people to invite their friends too.

Promote in children / youth groups

This is your opportunity to really sell the event, give space for people to ask any questions and for you to give a greater level of detail, such as the venues, seminars and activities they can expect. Encourage the children & young people that this is also a great opportunity for them to invite their friends who don't already come to their groups. Have flyers and consent forms ready to hand out. If you would like any flyers to hand out, do get in touch and we can send you some.

Promote via email, newsletters & other

Another fantastic way to promote is by utilising the other forms of communication you have with your children, young people and parents/guardians. Consider how you can promote via any emails, newsletters or even messaging. You can download some helpful images and logos from our website.

Personally invite participants

Nothing beats a personal invitation. This is by far the most effective promotional method. Approach individual children and young people and invite them to join you for what will be a brilliant weekend! It's a fantastic way to discover whether anyone has any concerns or anxieties, that maybe a barrier for them wanting to come or explore further.

Promote again!

You will need to promote multiple times because people forget or need encouragement. So keep promoting!

Step Three - Team



Team roles

What roles do you need?

Ratios – How many adults per child / young person do you need? We recommend mixed genders of at least two adults plus 1 adult to every 8 children or 1 adult to every 14 young people. You may need to consider whether you need a higher ratio dependent on the needs of your children/young people.

First Aider – Spree SW provides first aid. Nevertheless, it is still a good idea to designate a first aider in your team.

Designated Safeguarding Lead – Spree SW provides safeguarding support. It is important to follow your own safeguarding policy and procedures, which should also include a designated safeguarding lead from your team, for the weekend.

Cooks – Who will cook for everyone?

Additional roles to consider:

Do you need a team to put up and pack down tents?

Do you need drivers to and from Spree SW?

Recruit your team

You cannot do this without an amazing team behind you! You can consider asking for help in various ways, but the best way is to work out who you want on your team and then invite them individually. Most teams are made up of volunteers and most volunteers don't realise the incredible impact they have. By inviting them individually, you are able to communicate why you consider them valuable to you and be part of your great team!

Step Four – The Details



Booking team, children & young people

It is imperative that anyone coming to Spree SW is booked and paid in full in advanced. As the group leader, you have access to see who has booked in. You need to regularly check and encourage those who are slow at booking in. Try to book in before the early bird price closes so you can get the cheaper rate. Please note payment plans are available.

Camping

You need to consider the sleeping arrangements at the festival. Will you be asking for the young people to provide their own tents? Will you provide the tents yourself by borrowing them or buying your own tents? Will any of your team be bringing and sleeping in a camper van? In addition to thinking about what people will sleep in, you also need to think about communal space. Most groups also bring with them a large marquee / gazebo as a space where groups meet to eat and hang out together. You also need to think about which children and young people are sharing with who to give the best experience.

Transport

Groups vary in how they arrive. Some groups arrive by public transport, others hire coaches and mini buses, some arrive with leaders and others with parents/guardians. It will benefit you to consider the number of people you are bringing, how far you are coming, what your safeguarding/transport policy states, cost effectiveness and what would be the simplest. It's also important to consider how your team will get there, because some of your team may not be able to drive.

Step Four – The Details

Arrival & Departure

With everyone trying to arrive and depart at similar times, it's important to be prepared to minimise any stress. Have a plan with how your team and your children and young people will arrive. What time will they arrive and when will they leave? Who may need car passes?

Set Up & Pack Down

Some groups arrange a team to come before the children and young people arrive to set up the camping area. You may also wish to arrange a team to return to help pack down your camp. Consider whether this is something that will benefit you and if so, who are you going to ask? Remember they need to be competent at erecting tents and general set up. Please see website for timings of when people can arrive on site.

Cooking

How are you going to provide food at Spree SW? Will you have a designated cook/s? Will you share the cooking amongst your team/young people? Will someone drop food off at the Spree SW gate for each meal? Will you buy in food locally? How will you bring the food with you? Will you use the food vans for any of your meals? Why not check out the sample menu and shopping list on the website!

Communication

It's important to communicate the finer details to the parents/guardians. Creating a parents/guardians pack is a really helpful tool as a quick guide to important information explaining things such as code of conduct, kit lists, transport, arrival and departure etc. Some leaders organise a parents/guardians meeting closer to the event where they present the plans for the weekend. This is an excellent opportunity for Q&A and to clarify any concerns.

Programme Review

There are lots of exciting things to do at Spree SW, including fantastic seminars and venues. Some children and young people may not know what to do or simply follow the crowd or their friends. Review the programme and make a plan/suggest what your children and young people may wish to attend. Plans can always change during the weekend, but preplanning maximises the chances of higher engagement and getting the most of what is on offer.

Step Five – We're here!



Site Walk

Spree SW is a big site. It is really important your children and young people feel safe. A great way to get them familiar with the site is to walk around together as one of the first things you do when you arrive. Show them key places like your camp site, info point, first aid and the venues. By doing so, you minimise any anxiety they may have, help them get excited about what is available and give them confidence to know where to go if they need support.

Briefing

We recommend that once settled you do a briefing to your whole group, during which you can express your rules and expectations, safety and emergency information and your hopes for the weekend. It's a small thing but makes a big difference to set the culture from the beginning.

Weather & Activity Ready

As Spree SW is an incredibly exciting place to be, children, young people and even leaders sometimes forget the basics! Ensure everyone is drinking regularly, is appropriately dressed and wearing sun cream etcetera.

Leaders Involvement

At Spree SW, we try to do as much of the work as possible so you and your team can focus on your children and young people. Plan and encourage your leaders to stay and engage with your children and young people to ensure high engagement, have a great time, to keep them safe and to help them encounter Jesus. Don't hold back, get involved!