

Use our checklist to make sure you have everything you need to start a successful Men's Shed service.

## Equipment

- Information booklet
- Sign-in sheets
- Refreshments
- Chairs
- Tables
- TV
- Notice board
- Fridge
- Kettle
- Mugs
- In-memory board
- Accessibility
- Form to collect member's key info
- Flyers
- Signage

## Organising people

- Training for volunteers
- Health and safety
- Manual handling
- Data protection
- Communication skills
- Fundraising procedures
- Speakers
- Succession planning

## Optional extras

- Activities
- Games
- Books
- Access to the internet
- Mentor new members/  
induction system