

# SLEEP OUT ESSENTIALS



Decide if you want to go it alone or get together as a team. Think about whether the event should be a closed one, so only open to members of your group, and whether there should be a minimum age. Will you allow pets at your Sleep Out? If so, make sure their needs are considered when looking for your location, venue and considering the facilities that you will need for your event.

If you have children taking part in your event, make sure that you have permission from a guardian. DBS and background checks should also be considered.

## VENUE

Find a safe and suitable venue. Somewhere where your sleep-out participants can be fed and sheltered from particularly bad weather if necessary.

**At Work** – check with your local facilities management team and your local Health and Safety manager with regards to holding your Sleep Out in the office. Check if you need to inform the local office security team, if your local office is one that is locked and monitored by an external security company. Ensure you fully comply with your local office Covid-19 rules and guidelines. You are responsible for cleaning the office at the end of your Sleep Out.

**At a school, community centre or church hall** – Contact your local venues that have a large indoor hall or a secure outdoor area, with access to facilities throughout the night. You will need to ensure that you follow any guidelines the venue has in place and that the correct risk assessments have been carried out. These should cover having the premises approved for overnight use, safeguarding, check they have suitable public liability insurance in place.

**Outside** - we know that some people would like a more extreme challenge, however we do suggest that you have an indoor venue with facilities or an outdoor covered location to make sure people are safe and in case of bad weather (November in the UK might not be the warmest time of year). The Sleep Out event is not intended to replicate being homeless but to raise awareness of the challenges that some young people face.

**At Home** - why not invite your friends and family to have a Sleep Out in your front room, or even your garden?



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## HEALTH & SAFETY

As the organiser of the event, you must ensure the safety of everyone who takes part in your Sleep Out. Even if you know the venue well, you need to think about possible risks, accidents or legal issues and complete a risk assessment and make sure that suitable public liability insurance is in place. Always confirm that you have permission from the venue/landowner before you start advertising your event.

## FIRST AID & SECURITY

You will need a trained First Aider and a First Aid Kit at your event. Make sure all participants will be safe and secure throughout the event, with only participants being able to enter the venue. Someone or a small team of people should stay awake (you could take it in turns) to ensure everyone is safe during the night.

## FOOD & DRINK

We encourage you to have a hot meal whilst at home, before travelling to, or starting your sleep out. Make sure you have plenty of snacks and water with you to keep you going throughout the night, don't forget food and a water bowl for the dog!

Fill a flask with hot water, take a supply of tea and coffee, don't forget the milk & sugar! Pack a few breakfast croissants or that mini box of cereal so you have something for when you wake up the following morning before it's time to clear up and head home.

## ATMOSPHERE

Whilst a Sleep Out is supposed to be about reflecting and learning about homelessness, don't forget that it is okay to have fun by creating a memorable event.

## SOCIAL MEDIA

Whether you are on Facebook, Twitter, LinkedIn or Instagram, ensure you share what you are doing! This will encourage more sign ups, help with your fundraising targets and spread the word about the issue.

It would be great if you could also take lots of photos on the night of your Sleep Out, and if you give us permission to use them, we can use them across social media to promote how wonderful you all are and use them for other fundraising activities and help even more vulnerable people in need of our services.





# KIT LISTS

(Your kit list will vary depending on where you choose to Sleep Out)

## SHELTER AND COMFORT CHECKLIST

- Sleeping bag & pillow
- Sleeping mat or camp bed if tent camping
- Blankets
- Table
- Camping chairs
- Mallet, spare pegs and puller
- Spare batteries, portable charger and cables
- Torch and head torch
- Tent repair kit, paracord, gaffa tape, cable ties, sewing kit
- Windbreak (if sleeping outside)

## STAY WARM AND WEATHERPROOF

- Waterproof jacket, trousers and umbrella
- Clean and dry clothes to sleep in
- Woolly hat, scarf and gloves
- Suitable footwear
- Spare underwear and socks
- Lightweight and fast drying materials
- Layers, layers, layers!

## KITCHEN ESSENTIALS

- Stove or BBQ and fuel
- Lighters or matches
- Cool box or fridge
- Pots, pans and kettle
- Chopping board
- Plates, bowls and mugs
- Cooking and eating utensils
- Dish cloth, sponge and tea towel
- Washing up liquid and bowl
- Rubbish bags
- Tin & bottle opener
- Dog bowl

## STAY CLEAN AND HEALTHY

- Any regular medicines
- First aid kit
- Hand sanitiser and antibacterial wipes
- Face masks to wear in communal areas
- Toothbrush and toothpaste
- Towels
- Toilet roll

## IMPORTANT THINGS TO REMEMBER!

- ✓ Location details: address & arrival time, if attending a Sleep Out organised by a colleague
- ✓ Contact details of the nearest vet if necessary
- ✓ Camera/phone (for pictures or emergency)
- ✓ Portable device for accessing social media and Teams Live so you can join us throughout the night for a virtual pub quiz, midnight feast and many more

**#SLEEPOUTTOEYH**