

### Making a start

When you submit your Registration Form it is recorded on The Arts Society data list and your Trails of Discovery Area Representative (TODAR) is informed. They will contact you and arrange an initial meeting at the venue.

- At the meeting the TODAR will show you a short PowerPoint presentation
- Give you additional up to date information to get you started
- Go around the venue with your team and suggest possible questions
- Take photographs for reference when it comes to 'checking' the Trail
- Arrange a login for your team to the microsite

Your team will need a simple plan of the building. Many buildings have a leaflet or guidebook with a plan that can be adapted.

It is helpful (but not essential) to have people with the following skills: –

- Someone to perhaps make a few drawings for the Question Sheet. Choose carefully between photos and drawings.
- Someone who can take good digital photographs of each feature you have used for your questions. These are useful at the 'checking' stage and can also be used on the Question and Answer sheets.
- Someone who can transfer your questions onto The Arts Society Children's Trails approved template for the Question sheet (available in Publisher and Word on the microsite)  
(NB - the Answer sheet is in Word and is a headed sheet only)

1. There are other Children's Trails Help Sheets to assist you – available from your TODAR or on the microsite.
2. Set yourself a target of about six months, otherwise you may lose momentum and the process can drag on.
3. Always work on the questions and answers at the same time.
4. Use The Arts Society Children's Trails Answer Bank when appropriate.
5. Do involve someone from the venue. There is often a local person with a great deal of knowledge who may like to be involved. Keep the TODAR, the venue representative and your committee informed of your progress with the Trail. Consult the TODAR if you have any difficulties.

**Please read Children's Trails Help Sheet 3 before you start.**