

Scavenger Hunt Checklist

Everything you need to plan, prep, and run an unforgettable scavenger hunt!

✓ Define Your Group

- Identify your target group
- Determine the age of participants
- Consider interests and skill levels

✓ Pick a Theme

- Choose a fitting theme (e.g., Pirates, Detectives, Fairy Tales)
- Match the theme through decorations, clues, and optional costumes

✓ Build Your Story

- Create an exciting storyline as the “red thread”
- Integrate clues, puzzles, and challenges into the story

✓ Plan the Route

- Choose the right location (park, forest, backyard, house, school...)
- Decide on the number and positions of all stations
- Adjust route length to participants' age and stamina

✓ Prepare Tasks & Puzzles

- Create a variety of tasks (puzzles, movement games, team challenges)

- Adjust difficulty level to the age group
- Prepare materials for each task

✓ **Create Clues & Hiding Spots**

- Choose creative hiding spots
- Write clear and understandable clues
- Use secret codes or ciphers if you like

✓ **Prepare the Treasure**

- Pick a suitable treasure (candy, small toys, certificates, medals, etc.)
- Decorate or design the treasure container to match the theme
- Hide the treasure in a safe but exciting spot

✓ **Create a Schedule**

- Decide on the total duration
- Plan enough time for each station
- Include breaks, snacks, and drinks

✓ **Send Invitations**

- Design invitations that match the theme
- Include key info (date, time, meeting point)
- Send them out early

✓ **Organize Materials & Equipment**

- Gather all necessary supplies for tasks and decorations

- Prepare tools (scissors, tape, markers, clipboard, etc.)
- Pack a small first-aid kit

✓ Assign Helpers

- Arrange helpers for supervising stations
 - Clearly assign tasks and responsibilities
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✓ Run the Scavenger Hunt

- Welcome participants and introduce the story
 - Explain the rules and how everything works
 - Split into teams if needed
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✓ After the Hunt

- Celebrate the treasure reveal!
- Get feedback from participants
- Clean up and pack away materials

