Checklist: Planning a Large-Group Scavenger Hunt

1. Preparation (4–6 weeks before)

- **Define your audience:** age, group size, interests
- **Choose a theme:** Detective, Pirates, adventure, etc.
- **Select location:** indoors, outdoors, parks, private spaces
- **Set date and time:** consider weather & availability
- **Check permits:** needed for public spaces
- **Organize helpers:** moderators, supervisors, safety support

2. Plan tasks and materials (2–3 weeks before)

- **Team setup:** 5–10 people per group
- **Define routes:** clear paths and stations
- **Create tasks:** mix of puzzles, search clues, physical challenges
- **Prepare materials:** treasure maps, quiz sheets, clue cards, costumes
- **Gather prizes:** medals or small rewards

3. Organization (1 week before)

- **Create the schedule**
- **Check equipment & materials**
- **Prepare first-aid & safety**
- **Test technical tools**
- **Send reminders**

4. On the Day of the Event

- **Set up stations**
- **Assign teams**
- **Brief all participants**
- **Assign contact persons**
- **Monitor timing & flow**

5. After the Scavenger Hunt

- **Award ceremony**
- **Collect feedback**
- **Clean up all stations**
- **Thank helpers and participants**

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