**Eàrr-ràdh 1/**Appendix 1

| **Gnìomh**/Action | **Dèanta**/Completed |
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| **Cuiribh fios gu Oifigear Thràth-bhliadhnaichean aig Bòrd na Gàidhlig.** Contact Bòrd na Gàidhlig Early Years Officer. |  |
| **Cumaibh coinneamh phoblach gus tomhas dè an t-iarrtas a th’ ann airson leithid a bhuidheann agus gus Comataidh a thaghadh (le co-dhiù triùir bhall).** Hold a public meeting to assess demand and elect a committee (minimum of three members). |  |
| **Gabhaibh ri bonn-stèidh freagarrach.** Adopt a constitution. |  |
| **A bheil feum air stiùiriche-cluiche?** Is a play leader required? | **Tha/Chan eil** Yes/No |
| **Roghnaichibh structair laghail.** Choose legal structure. |  |
| **Fosglaibh cunntas-banca, leis an ainm ‘cunntas an ionmhasair’ mar as trice.** Open a bank account normally called a ’treasurer’s account’. |  |
| **Lorgaibh togalach freagarrach.** Find suitable premises. |  |
| **Obraich ann a com-phairteachas le Oifigearan leasachaidh tràth bhliadnaichean aig Ùghdarrasan Ionadail.** Work in partnership with local authority Early Years Officers. |  |
| **Obraich ann a com-phairteachas le Oifigearan agus comataidhean Comann nam Pàrant.** Work in partnership with Comann nam Pàrant officers and committees. |  |
| **Cho luath ’s a tha an cunntas-banca fosgailte, cuiribh a-steach gu na buidhnean iomchaidh airson maoineachadh.** As soon as the bank account is opened apply for funding from all suitable sources. |  |
| **Cuiribh àrachas air dòigh - Eàrr-ràdh 2.** Arrange insurance cover– Appendix 2. |  |
| **Ma tha sibh a’ fastadh stiùiriche-cluiche, faighibh comhairle.** If employing a play leader, get advice. |  |
| **Sgaoilibh sanas airson obair an stiùiriche-chluiche ma tha neach-obrach a dhìth oirbh.** Advertise for a play leader if applicable. |  |
| **Ceannaichibh uidheamachd is stuthan freagarrach - a’ gabhail a-steach Bogsa Ciad-chobhair.** Purchase relevant equipment and resources - including a First Aid Box. |  |
| **Dèanaibh bileag fiosrachaidh, le fios air rudan mar stiùireadh air na thachras ma tha teine ann.** Make an information leaflet, including fire drill procedures. |  |
| **Aontaichibh cìs airson gach seisean.** Agree on a fee per session. |  |
| **Dèanaibh sanasachd: dèanaibh bileagan sanasachd, tòisichibh duilleag air làrach-lìn sòisealta (me, Facebook).** Advertise: make flyers, start a social media page (e.g. Facebook). |  |
| **Cuiribh tachartas air dòigh gus a’ bhuidheann a chur air bhog.** Organise a launch for the group. |  |
| **Cuiribh air dòigh madainnean/feasgaran fosgailte.** Organise open mornings/afternoons. |  |
| **Iarraibh air daoine bhon choimhearsnachd agus pàrantan/luchd-cùraim a dhol an sàs ann an cùisean.**Involve members of the local community and parents/carers. |  |
| **Clàraichibh le OSCR.** Register with OSCR. |  |
| **Tòisichibh na seiseanan agaibh.** Start your sessions. |  |
| **FEUCH GUM BI SPÒRS AGAIBH!** ENJOY YOURSELVES! |  |