



Event Planner's Childcare Checklist

Questions to Ask Your Client

Event Basics

- ☐ How many children are expected to need care?
- ☐ What are the ages of the children requiring care?
- ☐ What specific dates and times will childcare be needed?
- ☐ How many hours total will care be required each day?
- ☐ Will care be needed during evening events/receptions?

Venue & Space

- ☐ Is there a designated space available for childcare at the venue?
- ☐ What is the approximate square footage available?
- ☐ Does the space have nearby restrooms?
- ☐ Is there access to water/sinks?
- ☐ Are there any security considerations for the childcare area?

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Budget & Registration

- ☐ What is the budget allocated for childcare services?
- ☐ Will childcare be complimentary for attendees or fee-based?
- ☐ How will families register children for the service?
- ☐ Will you need a waitlist system if demand exceeds capacity?
- ☐ What information needs to be collected during registration (allergies, special needs, etc.)?

Special Requirements

- ☐ Are there any children with special needs requiring accommodation?
- ☐ Are there any dietary restrictions or allergies to be aware of?
- ☐ Will meals/snacks need to be provided?
- ☐ Are there any cultural considerations for activities or care?
- ☐ Will parents need nursing/pumping space nearby?

Evaluating Childcare Vendors

Credentials & Safety

- ☐ What are their provider qualifications and credentials?
- ☐ What is their caregiver-to-child ratio for different age groups?
- ☐ What background checks do they perform on caregivers?
- ☐ Do they carry liability insurance specific to childcare services?
- ☐ What safety protocols are in place for emergencies?
- ☐ Do they have first aid/CPR certified staff on-site?

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Service Details

- [] Can they accommodate the expected number of children?
- [] Can they handle the age range of children attending?
- [] What activities will they provide for different age groups?
- [] Do they bring their own equipment and supplies?
- [] What is their check-in/check-out security procedure?
- [] How do they handle communication with parents during the event?

Professional Experience

- [] Do they have specific experience with conference/event childcare?
- [] Can they provide references from similar events?
- [] How many years have they been providing event childcare?
- [] Do they have experience at your specific venue?
- [] What challenges have they encountered at past events and how were they resolved?

Logistics & Support

- [] What are their setup and breakdown requirements?
- [] What space requirements do they have?
- [] What is their staffing plan for the event?
- [] Do they have backup caregivers available if needed?
- [] How do they handle unexpected situations (illness, behavior issues)?
- [] Will they provide an on-site coordinator?

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Costs & Contracts

- [] What is the complete pricing structure (hourly, daily, per child)?
- [] Are there additional fees for extended hours or special requests?
- [] What is their cancellation policy?
- [] What are their payment terms?
- [] What does their insurance cover specifically?
- [] Do they require a minimum number of children or hours?

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Pre-Event Planning Timeline

8-12 Weeks Before:

- ☐ Select childcare provider and confirm contract
- ☐ Coordinate with venue for space requirements
- ☐ Set up registration system for attendees

4-6 Weeks Before:

- ☐ Send communications to attendees about childcare options
- ☐ Begin collecting registrations and child information
- ☐ Conduct site visit with childcare provider if possible

2 Weeks Before:

- ☐ Finalize children count and staffing with provider
- ☐ Confirm all special accommodations needed
- ☐ Send final logistics information to registered families

1 Week Before:

- ☐ Confirm final setup details with venue and provider
- ☐ Prepare signage for childcare area
- ☐ Review emergency protocols with event staff

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