

Checklist for Check In/Outs

Check In/Outs is a practice to promote productive, safe and healthy risk taking creative processes.

They should always be applied with:

- Forethought
- Clear objectives
- Consent
- Consideration of who will be involved

Full guidance on how to facilitate and maintain good CIO practice, see www.artistwellbeing.com/

Below is a simple checklist that will help you make sure the Check In/Outs are productive, healthy and safe. This should be printed and put up in the rehearsal / creative space.

If you answer “no” to any of the following questions then you should reflect upon and review the Check In/Out (CIO) process. Where and how can you make any changes to alter the process in order for the no to become a yes?

- **Do I/we know how to be part of a CIO?**
- **Do I/we understand why they are being used?**
- **Do I/we have a choice to take part?**
- **Do I/we feel safe enough in the CIOs?**
- **Do I/we make enough time for the CIOs?**
- **Do I/we know how to respond to difficult/challenging offers?**
- **Do the CIOs feel productive (in an indirect and/or direct way)?**
- **Am I/are we being Playful, Accepting, Curious & Empathic?**
- **Am I/are we being as truthful, authentic & present as I/we can?**