

**PRE-ARRIVAL CHECKLIST**

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| **Pre-Arrival Checklist** |
| Review Settlement Plan - make any necessary changes. | [ ]  |
| Confirm group roles. | [ ]  |
| Review finances and budget. | [ ]  |
| Review and confirm Tenancy Agreement is in place. | [ ]  |
| Prepare the household for arrival; (fully furnished, appliances checked, gas/electricity/water ready) | [ ]  |
| Learn about the family’s society, culture, ethnicity and language. | [ ]  |
| Explore employment opportunities through existing networks. | [ ]  |
| Identify potential risks and prepare an emergency plan.  | [ ]  |
| Prepare directory with group member pictures, sponsorship roles, bios, and contact information. | [ ]  |
| Contact local Educational Welfare Officer (EWO) (once you are aware of the school places required) | [ ]  |
| Review availability of English language classes for adults. | [ ]  |
| Confirm secure storage space in place for important papers (legal documents, leases, insurance policies, identity documents, etc.) | [ ]  |