

EVENT CHECKLIST

Hosting an event? Here are some simple steps to ensure you have everything you need



BEFORE YOUR EVENT

- Come up with an idea**
- Plan a location**
What space will you need to have a successful activity – e.g. indoors, outdoors, at your house or hosted in a council hall
- Select a date**
Ensure you allow enough time to plan and promote your event
- Check legislation**
Check state and territory legislation and local government regulation to see if your event needs a permit, license or to be registered
- Create an online fundraising page**
- Touch base with the RFDS team**
- Create a timeline**
Write all the tasks that you need to do between now and your event. Make sure you include due dates next to each task. This will help you keep on track for your event!
- When planning the event, it is important to consider:**
 - Security
 - Toilets facilities
 - Seating
 - Signage
 - Music
 - A PA system for speeches
 - Visual presentations and a screen to show them
 - Catering
 - Cleaning equipment and waste disposal
- Does your event require insurance?**
The RFDS is unable to provide insurance for your event
- Ask family and friends for additional support in your preparation**
- Share the word and ask people to either come along or make a donation to your event**

DURING YOUR EVENT

- Your big day is here**
This is your time to make sure you have everything prepared. This includes signage, visual presentations or any other set up
- Most importantly, have fun!**

AFTER YOUR EVENT

- Clean up**
If you used a public space make sure you leave it the same way you arrived
- Thank your attendees and supporters**
- Bank funds raised using your online dashboard**



DO YOUR
THING
BE OUR WINGS