

# Event Checklist



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

## Pre 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 advertise your event
- Check state and territory legislation and local government regulations to see if your event needs a permit, licence, or to be registered
- Create an online fundraising page
- Submit your application to fundraising form
- Write a check list of all the things you need to do and pop dates alongside each to keep you on track
- When planning the event, it is important to consider:
  - Security
  - Toilets facilities
  - Seating
  - Music
  - A PA system for speeches
  - A screen to show a video
  - Catering
  - Cleaning equipment and waste disposal
- Mission Australia does not provide insurance for our community fundraisers. Does your event require insurance?
- 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 the event

- The big day is here. This is your time to do a last minute check and make sure everything is ready to go. This includes signage, visual presentations or any other display setup
- HAVE FUN!

## Post event

- Clean up – if you used a public space ensure you leave the same way it was when you arrived
- Thank all your participants
- Bank or transfer any funds raised offline to our Mission Australia bank account