

# Event planning checklist



## Sort the basics

- When are you planning to run the event? How long do you need to organise it?
- Is there a cost for your chosen venue? How will you afford it?
- Do you have to book your venue in advance?
- Is the building accessible?
- Is it OK to run an event there and invite people? Are there any rules or regulations you need to keep to?
- Where could you set up a quiet space for people to use?
- Who will you invite?
- Do you have a budget? If not, how will you make sure the activities don't cost you too much money?
- Risk Assessment – how will you keep the event safe? See the [Risk Assessment](#) guidance.

## Plan the details

- What activities will you run? You could think of lots of options then narrow it down with a vote.
- How will you make sure activities are accessible – for example, for people who use wheelchairs, people with [sensory differences](#), or people who find reading and writing tricky? This isn't a complete list – there are loads of other adaptations you could consider.
- Are there any ways you could make your event more eco-friendly?
- How will you promote the event so people know it's happening?
- How will we share your success afterwards? For example, through local media, newsletters or social media. Do you need to plan to gather photos or quotes? Check out the guidance on consent first.
- What different roles will people need to take on during the day? Who will do what to keep it running smoothly?

## Do

- Make sure everyone sticks to their roles and encourage each other too.
- Take photos to remember your event. Remember to check the [guidance on consent](#) with photos, video and audio recording.
- Ask people what they think and record their feedback.
- Make sure you keep track of money (if it's involved).
- Make sure the event is kept safe, for example, by keeping a register of attendees, making sure everyone knows what to do if there's a fire, setting up first aid, and keeping an eye out for trip hazards.

## Review

- Sort out the budget. How much did you spend? Has anyone who bought anything been paid back?
- Say thank you to everyone who helped make your event a success, for example, people at the venue, anyone who helped with printing and finding equipment, or anyone who gave their time on the day.
- Reflect on how your event went. What went well? What could be improved?
- Tell the world! Tell people about what you have done through local media, social media (use the hashtag #AMillionHands), and newsletters.

