

## Event Checklist Template

Pre event	Action/Date
<p><b>Determine event details</b></p> <p>What kind of event is it? Morning tea, workshop, panel discussion etc.</p> <ul style="list-style-type: none"> <li>● Do you need a budget for the event?</li> <li>● Confirm the date, time, venue</li> <li>● Would you like to invite special guest speakers to present at your event?</li> <li>● Are there any VIPs and community members you'd like to invite to the event, you may need to confirm their availability prior to determining the date of your event</li> <li>● If you are planning to show any videos or other digital content at your event arrange tech tests to ensure that your technology and set up is working</li> </ul>	
<p><b>Welcome / Acknowledgement of Country</b></p> <ul style="list-style-type: none"> <li>● Connect with your local Aboriginal Land Council and book in a Welcome to Country or have someone do an acknowledgment of Country</li> <li>● See the Welcome to Country Information Sheet</li> </ul>	
<p><b>Event format</b></p> <ul style="list-style-type: none"> <li>● Determine the schedule for your event</li> <li>● Event format option: <ul style="list-style-type: none"> <li>○ Facilitator/ MC: Event introduction</li> <li>○ Welcome to Country</li> <li>○ Guest speaker presentation/video</li> <li>○ Read the Uluru Statement and/or discuss what it calls for</li> <li>○ Depending on the format of the event engage in a group discussion/ Q&amp;A session / sharing session about why this is important to participants</li> <li>○ Morning tea/ lunch / afternoon tea served</li> <li>○ Informal networking and conversations</li> <li>○ Next steps and the call to action</li> </ul> </li> </ul>	
<p><b>Event invitations, promotions and communications</b></p> <ul style="list-style-type: none"> <li>● <b>Invitations:</b> Email, mail, Facebook invite your target audience. <ul style="list-style-type: none"> <li>○ Remember to include the event details and any rsvp and or registration information in the invitation.</li> <li>○ Do event participants need to bring anything with them?</li> <li>○ If it's a public event remember to share your event with Reconciliation NSW so that we can help to promote your event on our social media channels remember to provide us with all the relevant information as outlined in the social media guide.</li> </ul> </li> <li>● <b>Registration, RSVPs and online bookings:</b> <ul style="list-style-type: none"> <li>○ It's important to keep track of who attends your events so that you can send event follow ups and track the numbers of people who attend your events</li> <li>○ It's easy to create an event registration process through platforms like Eventbrite. They make it easy to track registrations, gather contact information for attendees, creates a guest list and database for post event follow ups.</li> </ul> </li> <li>● <b>Promotions:</b> Flyers, posters and reminders</li> </ul>	

<ul style="list-style-type: none"> <li>○ Add your logo and event details to the event template poster</li> <li>○ Send out a reminder email just prior to the event - or use the Eventbrite reminder</li> </ul>	
<p><b>Catering</b></p> <ul style="list-style-type: none"> <li>● Hire a local Aboriginal owned catering company to cater your event           <ul style="list-style-type: none"> <li>○ Use Supply Nation</li> </ul> </li> <li>● Alternatively, if you have a limited budget for your event providing in house coffee, tea and refreshments also work well. Guests could also bring a plate.</li> </ul>	
<p><b>Event</b></p>	<p><b>Notes</b></p>
<p><b>Event set up</b></p> <ul style="list-style-type: none"> <li>● <b>Room set up, final tech tests:</b> <ul style="list-style-type: none"> <li>○ Set up your room.</li> <li>○ Where is the focal point? Is it a discussion circle, theatre style or a horseshoe? Do you need desks, chairs, microphones, carafes of water, stationary?</li> <li>○ If you are showing a video – test your equipment, volume, house lights etc</li> <li>○ Do you need to display anything? Plan the décor/flowers tableware if necessary.</li> <li>○ Remember to reserve seats for speakers/vips</li> <li>○ Locate and ensure signage of amenities</li> </ul> </li> <li>● <b>Arrival and sign in</b> <ul style="list-style-type: none"> <li>○ Ensure your guests sign in, and possibly sign off permission to photograph.</li> <li>○ Greet important guests/speakers and orient them as to how the event will go, where they will be seated etc.</li> </ul> </li> </ul>	
<p><b>Social media</b></p> <ul style="list-style-type: none"> <li>○ Assign staff and/or volunteers to support with capturing content for social media during the event</li> <li>○ Sharing content during the course of the event can be a great way to extend the audience engaging with your event</li> <li>○ You may like to share particular hashtags for the event, so that event attendees can assist with the sharing of the event on social media channels</li> </ul>	
<p><b>Post event</b></p>	<p><b>Notes</b></p>
<p><b>Send thanks you</b></p> <ul style="list-style-type: none"> <li>○ Email attendees/speakers/VIPs thanks and summarise the outcomes of the event – number of attendees, highlight of the event etc</li> </ul>	
<p><b>Share on social media</b></p> <ul style="list-style-type: none"> <li>○ Similarly summarise the outcomes of the event – number of attendees, highlight of the event and post on social media</li> </ul>	
<p><b>Event debrief</b></p> <ul style="list-style-type: none"> <li>● Have a meeting to discuss what worked</li> </ul>	
<p><b>Congratulations and thank you for your support!</b></p>	