

Event Checklist Summary

Six Weeks Out

- Determine the format for your event
- Set the date, time and book a venue for the event
- Gather your event team and key stakeholders together
- Compile an invitation list
- Invite guest speakers, facilitator or source video clip of speaker to show in the event
- Design your invitation, event promotion and communication materials
- Book your Welcome to Country
- Are you providing catering? Book catering or make alternate arrangements

Five Weeks Out

- Confirm speakers, facilitators, and or check video excerpts that will be shown at the event
- Create an event schedule or sequence of elements and send this to event stakeholders and guest speakers
- Ensure venue has the information about your tech requirements for the event
- Send a note to Reconciliation NSW regarding your event so we can support with event promotion

Four Weeks Out

- Continue event promotions on social media and through your networks and add information about the confirmed speakers etc., where relevant

Three Weeks Out

- Where relevant, create a media release and contact local media and share about your event
- If your special guest speakers have their own following on social media encourage them to share your event

Two Weeks Out

- If relevant follow up with local media
- Ensure that your guest speakers, Aunty/Uncle doing the Welcome, VIPs etc have all the information they need (arrival time, parking, any updates to the event schedule)

One Week Out

- Send out an email/Facebook reminder of your event one week and one day prior to the event

Day of Event

- Event set up, final tech checks (make sure all links still work)
- Have sign-up sheets for post event follow up with your event attendees
- Take plenty of photos at your event and share them through your social media channels (during and post the event)
- Enjoy your event!

Post Event

- Send thank yous & follow ups on how event attendees can continue to stay connected and take action