

hopeandhomes.org

EVENT

TIMELINE

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| **Task** | **Who is responsible** | **Done** |
| **Event idea brainstorming**  Get creative and come up with your event idea. It’s great to do this with a few people if possible. |  |  |
| **Confirm all they key elements**   * Date / Time * Venue or location * Any other suppliers (Food/drinks/entertainment etc) * Sign up mechanism – are you selling tickets? |  |  |
| **Fundraising plan**  Decide on your fundraising mechanisms for your event.   * Tickets * Raffle * Tombola * Sponsorship * Donations * Sale of refreshments |  |  |
| **Complete a risk assessment**  Please see our template here to get started |  |  |
| **Insurance**  See our FAQ’s on find out more about insurance see what type of insurance you might need for your event. |  |  |
| **Licences**  Check if you need any licences. See our FAQ’s on licencing here to get started.   * Alcohol licence * Raffle licence * Entertainment licence * Music/Film licence * Public land licence * Food regulations - Natasha’s Law * Street collection permit |  |  |

Planning

PROMOTION

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| **Task** | **Who is responsible** | **Done** |
| **Create a marketing plan**  Use our Top Tips guide here to get started |  |  |
| **Create event promotion materials**  Make sure to use our event poster templates here |  |  |
| **Review**  If you are selling tickets – its recommended to add in at least 2 review dates into the plan. To see how signups are going and then if needed you can adjust your marketing plan |  |  |

CHECKLISTS AND EVENT DAY PLANS

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| **Task** | **Who is responsible** | **Done** |
| **Teamwork**  Recruit a team to help on the day. Many hands will make light work! |  |  |
| **Timeline**  Create a detailed time plan for the day to include set up and pack down. This will allow everyone to understand the plan for the day and their role on the day. |  |  |
| **A picture paints a 1000’s words**  Make a diagram of the event, so everyone knows where everything is needed on the day. This will save A LOT of question of “Where do you want this!?” on the day. |  |  |
| **Kit list**  Create a kit tick list for the event. Wright down everything you need and who is bringing what. This can be super handy to use when packing a car to make sure you have everything you need. |  |  |

EVENT DAY

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| **Task** | **Who is responsible** | **Done** |
| **Timing**  It is always better to be set up with time to spare than racing the clock. Try and get into your venue as early as you can to give yourself some time. |  |  |
| **Briefing**  Give your volunteers a briefing so they know the plan for the day. Its best to do this in a group, rather than individually if possible. |  |  |
| **Follow the plan**  Follow your event timeline checklist |  |  |
| **Photos**  Nominate someone to take photos, we would love to see them. See our FAQ here to find out more about photo consent. |  |  |
| **Count any money**  If you have been collecting cash, at least 2 people need to collect the cash to confirm the total. |  |  |
| **Celebrate your amazing achievement**  Enjoy a refreshment with your team |  |  |

POST EVENT

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| **Task** | **Who is responsible** | **Done** |
| **THANK YOU’S**  After the event we would highly recommend that you thank everyone involved in the event, such as:   * Attendees * Volunteers * Anyone that donated prizes etc   Top Tip: This is a great opportunity to announce the total raised! |  |  |
| **Get in touch**  Get in touch with us, we would love to hear how it went and say a massive thank you. |  |  |
| **Pay in any money**  see our guidance here on how to do this. |  |  |
| **Posters**  Take down any posters you have put up in the local area. |  |  |