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.  |  |  |