

**EVENTS**

**Checklist 2: Quick Checklist for events**

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|  | **Comments** | **Y/N** |
| Ageing Well funding has been applied for |  |  |
| Venue booked and confirmed (ensure a contact number in case of problems on the day) | *Contact details:* |  |
| Access checked / risk assessment done |  |  |
| Posters or flyers printed |  |  |
| Publicity planned and executed |  |  |
| Potential stall holders contact details recorded |  |  |
| Stall holders invited, with a date to confirm by. |  |  |
| Stall holders have confirmed attendance |  |  |
| Tables and floor plan agreed with venue |  |  |
| Floor plan printed for use on the day |  |  |
| Refreshments organised |  |  |
| Printed materials e.g. sign-in sheet; evaluation forms |  |  |
| **ON THE DAY** |  |  |
| Arrangements for unlocking the venue |  |  |
| Sign-in table set up (Is there a sign in area available in case of problems or latecomers?) |  |  |
| Refreshment area checked (i.e. enough cups, kettle urns, tables/ chairs etc) |  |  |
| Check for trailing wires/leads, all secured and covered to prevent tripping. |  |  |
| Evaluation forms are displayed for use and collected |  |  |

|  |  |  |
| --- | --- | --- |
| The venue is tidied and left in original state |  |  |
| The building is securely locked and keys returned (agree who is responsible for this) |  |  |
| Reflection and comments from the day for future events: | | |

**Want to know more?**

Please contact the Involvement & Service Development Team on **01670 629000**.