

Event planning checklist and tip sheet

Use this checklist to assist in planning your event or launch.
It might not include all the specific elements of your event but may be a useful guide.

Early event planning

Contact person

- › Event coordinator _____
 - › Contact phone number _____
 - › Email _____
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Notes

About the event

- › Name of event _____
 - › Description of event _____
 - › Date and time of event _____
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Time of event

- › Does the event coincide with any statewide initiatives (e.g. Disability Action Week or Seniors Week)? _____
- › Does the event clash with any school holidays or other local events? _____
- › Do you want media to attend and cover the event? _____

Note: Getting media to a weekend event is harder than during the week.