

Event Checklist Document

Event Checklist

Thank you for organising an event to support young Deaf lives. Use our checklist to help.

Save the Date – make sure that your event doesn't clash with a national day like Mother's Day, or a major sporting event. Check whether some of your key friends and family could make the date you have in mind.

Theme and location – decide on the type of event you'd like to organise and where you might be able to hold it – is the venue the right size, does it have the facilities you need (music, kitchen, toilets etc) to make your event a success and will people want to come to that venue?

Fundraising plan – how are you planning on raising money from the event? What are your costs and will you raise enough through ticket sales or include an auction or cake sale. It's a good idea to sell tickets in advance to help you know how many people will be attending.

Enlist help from your friends – who can you get to help you and what roles do they need to do to help make your event a huge success?

Tell everyone – use your networks, social media and the local press/radio to tell everyone what you are doing and why you are doing it. Display posters on local noticeboards, at work and in pubs and supermarkets.

Get prepared – make a plan for the day and order any fundraising materials from the Deaf Academy in plenty of time.

Say a huge thank you – remember to say a huge thank you to everyone who has helped or come to your event. Let them know how much you have raised and the difference this will make to young Deaf lives

Remember – to also check out our guidelines on keeping your fundraising safe and legal – you may need a Risk Assessment, licences or Insurance for your event.