



## AMSA RESOURCE

# Planning a health event - checklist

### TO DO LIST

- ▶ Form a working group to drive the planning and delivery of the event
- ▶ Talk with AMSA to support the delivery of the event
- ▶ Pick date/timing for the event
- ▶ Decide on a venue to host the event ie bowling club, RSL club, local hall
- ▶ Is there sufficient parking?
- ▶ Is there disabled access/toilets?
- ▶ Can the venue open at 8:30am?
- ▶ Does the venue have data projector/PA system/microphone/TV/screen
- ▶ Is there enough power points?
  
- ▶ Develop the invitation list (invite sheds within 100km)\*
- ▶ Decide on stall holders/speakers – start making contact\*
- ▶ Develop invitation\*
- ▶ Develop the program\*
- ▶ Do you have an MC?\*
- ▶ Have you contacted local media ie radio/television to promote the event?
- ▶ Invite local media to attend on the day
- ▶ Have you contacted local member/Mayor/local government councilors to open event?
- ▶ Arrange lucky door prizes
- ▶ Send out invitations via email at least 6weeks prior to event, also post out the invites\*
- ▶ Two weeks after emailing/posting invites, ring sheds to ensure they received invite\*
- ▶ Create an RSVP list to keep track of numbers\*

### CATERING

- ▶ Tea & coffee all day
- ▶ Water jugs and glasses on the table
- ▶ Table clothes on tables (check if included in the price)
- ▶ Decide on menu (ie morning tea and lunch)
- ▶ Ensure any special dietary requirements are catered for
- ▶ Can the venue provide tables and chairs for the stall holders or do they have to bring their own?
- ▶ **DON'T FORGET TO INCLUDE STALL HOLDERS IN YOUR CATERING NUMBERS**
- ▶ Over cater by about 10% (do not want to run out of food!!)

*\*AMSA can help with this*