

# ACTIVITY CHECKLIST

Safe Work Week 2014 – 27 to 31 October

Use this as a guide to ensure you have not missed any important planning details.

## HAVE YOU...

- Decided on your event theme, objectives and audience?
- Selected a few key messages to support your overall theme and objectives?
- Selected an event date and time?
- Allocated an event budget?
- Selected an event team, started a planning timeline and allocated team tasks to help organise the event?
- Uploaded your event to the Safe Work Week calendar [www.safework.sa.gov.au/sww2014](http://www.safework.sa.gov.au/sww2014)
- Sourced and booked any audio-visual (AV) requirements? (see VENUE/AV checklist)
- Chosen your venue? (see VENUE/AV checklist)
- Prepared an attendees list and distributed invitations?
- Sourced and booked any catering?
- Developed an event run sheet?
- Confirmed who will do what on the day and provided them with task instructions?
- Organised a photographer who can capture your event?
- Sourced and confirmed any approvals you may need from your team members, manager or director?
- Contacted any local media to get involved with your event, e.g. local newspapers, community magazines?
- Printed suitable hand out materials for attendees, e.g. fact sheets, posters, agenda? Designed thank you letters or certificates for any sponsors or key volunteers, acknowledging their support?
- Received RSVPs and confirmed final catering numbers to your suppliers?
- Scheduled in people to help you pack down the event?
- Held a briefing session prior to the event to ensure all equipment is working properly, speakers have had a practice run through and everyone is comfortable with their tasks for the day? Don't forget to arrive at the venue early to ensure everything is set up in time, set up the day before if possible. Hold a de-brief after the event to discuss how successful it was and considerations for next time?
- Check that your venue has an up to date first aid kit or that you have a kit you can use in case of emergency?
- Packed an 'event toolkit' that includes items such as blu tack, pins, sticky tape, double sided tape, gaffer tape, stapler, lots of pens or pencils, eraser, black marker pen, scissors, paper clips, rubber bands, spare name badges, safety pins, needle and thread, paracetamol, bandaids and post it notes?

***It is a good idea to continually add to this checklist during your planning stages and include tasks specific to your activity requirements.***