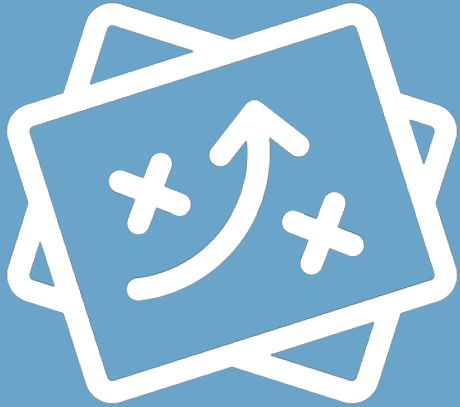
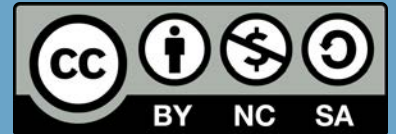


How do I get started?



Pre-Event Checklist



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Planning - here's what you need to work out...

What do
you want to
achieve?



Idea



Goals



How are you
going
to do this?


Plan



Prep



Pre-Event Checklist...



Use your
event
schedule

Time	Activity
10:00 - 10:45	Intro & Getting Started - Activity 1
10:45 - 11:00	Break
11:00 - 11:45	Building On New Skills - Activity 2
11:45 - 12:00	Break
12:00 - 12:30	Wrap Up - What have you learned?

Pre-Event Checklist...



Use your
event
schedule

What does each activity require?

- Materials?
 - ◆ Pens, paper, tape..
- Equipment?
 - ◆ Tools, kit, protective gear...
- Handouts?
 - ◆ Useful info, running order, instructions...

Pre-Event Checklist...



Use your
event
schedule

What does each activity require?

- Other resources?
 - ◆ Specific type of space, other people..
- Clean up?
 - ◆ Bin bags, running water...
- Evaluation?
 - ◆ Questionnaires...

Pre-Event Checklist...

Start a
shopping
list



Your “Shopping List”

- Write a **list** of all the things you need to bring
- Note how & when you’ll **source** or gather these
- Start to **gather** the things on your list
- Do you need to check anything with your venue?

Example - "Shopping List"



Will this format work?



Example - "Shopping List" - **try this format!**

Activity	What do I need to bring / source?	Where & when?
#1	<ul style="list-style-type: none">● List of all attendees● Pens & post-it notes● Roll of lining paper● Gaffa tape to stick this on the wall● Projector & laptop	<ul style="list-style-type: none">● Prep slide deck (Mon & Tues). Pack laptop, power supply & projector to bring (Weds)● Buy lining paper & gaffa tape from Wilkos (Weds)● Print list of attendees the night before (Weds eve)
#2	<ul style="list-style-type: none">● Clay & shaping tools● Wipe clean table cover● Cloths & water to clean up● Instructions handout	<ul style="list-style-type: none">● Buy clay online (1 week before)● Prep / write instructions handout (Mon & Tues). Print (Weds eve)● Borrow shaping tools, table cover & clean up supplies from venue - ring to confirm (Mon)

Pre-Event Checklist...



**Build in
contingency**

**Always build in a bit
extra**

→ Time

◆ Prep might take longer, printer might break down...

→ Supplies

◆ Better to have too much rather than run out...

Pre-Event Checklist...



**Build in
contingency**

Expect problems

- Have spares
 - ◆ Things break...
- Using tech?
 - ◆ Offline versions, lo-tech alternatives...
- What is your B-Plan?
 - ◆ Thinking through potential problems & solutions

Pre-Event Checklist...



Think about
what your
participants
will need

What does each person need to know?

- Where & when to **turn up**
- What to **bring** / what is already provided
- How to **get there** / where to park
- **What do to if they can't make it / get lost**

Pre-Event Checklist...

Think about
what your
participants
will need

What does each person need to know?

- Any **warnings** or special information?
- Do they need to give you any **information in advance**?
 - ◆ Access needs?
 - ◆ Dietary requirements?

Pre-Event Checklist...



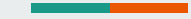
Pre Event Comms



Get in touch with your participants

- Give **clear** information to make life easy
- Answer **questions** before they crop up
- Offer **reassurance** & a way for people to **contact** you

Pre-Event Checklist...



Pre
Event
Comms



This also acts as...

- A **reminder**
- A prompt to get **excited**
- A way to ensure good **attendance**
- A way to make sure people feel **relaxed** on the day
- People feel welcome & well looked after

Pre-Event Checklist...

Think about
what your
participants
will need

Details & finishing touches

- **Signage** at the venue?
- People arrive feeling calm & relaxed
- Info to verbally 'signpost' on the day
 - ◆ Toilets / fire exits?
 - ◆ Where can people get food / water etc?

Checklists

Making sure
you have what
you need

Quick recap



Advance planning
will help you **avoid**
problems

- Work through everything you will need **in advance**
- Make a “**shopping list**”
- **Gather** & **test** resources
- Provide **clear info** for participants
- Build in **contingency**