

Event checklist

Answer the questions
to plan your event



Event questions

Face-to-face or virtual event?

What activities will you include?

Who will be invited/involved in your event?

How will you promote the event?

How can your managers, leaders and supervisors help to promote the event?

Do you need to book a space or venue for the event?

Have you considered catering, amenities, accessibility and safety?

Have you considered having a guest speaker at your event?

Will you display decorations or posters at the event and/or around the workplace?

Have you ordered merchandise for your event?

Have you downloaded the free Healthy Heads resources to share?

Have you sent out invitations to save the date?

Have you included support services in your communications such as your Employee Assistance Program (EAP)?

Answers

Now transfer your event details to the runsheet on the next page (include timings, key tasks and delegations etc).

Event runsheet



Event Name:

Date:

Time:

Communication
arrangements:

Location:

Event
Description:

Safety
requirements:

Key Contact:

Date/Time	Activity	Delegation	Details	Completed
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Notes

Additional Attendees / Key contacts:

Name	Position	Contact Details
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