One day event check list

Event name and date:

Name of CLAPA Events group:

ACTIVITY DAYS

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Deadline** | **Completed by whom** | **Comments** |
| Find and book a suitable venueThink about:-Disabled access and toilets-Near to public transport-Cost-Catering-Type of activity/numbers/availability |  |  |  |
| Ask Comms team to create flyer and set up Eventbrite page<https://clapa.formstack.com/forms/communications_requests> |  |  |  |
| Promote and share details |  |  |  |
| Organise volunteers to support the event  |  |  |  |
| Create a risk assessment of the venue and activities |  |  |  |
| Request a copy of the venue/providers risk assessment |  |  |  |
| Take photos of the event and share with CLAPA |  |  |  |
| Collect feedback using CLAPA forms  |  |  |  |
| Send feedback to regional staff |  |  |  |