

# Checklist for running a great activity!

**Important note - Always try to start and finish your activity on time.**

Action – things to do to run a great activity!	Date it needs to be completed by?	Who is responsible?	Done ✓
Check if there is anything else happening in your community on the date or at the time you have chosen for your activity			
Confirm your date			
Book your venue, even if it is an outdoor activity you may need to organise this with your local council			
Book a speaker (if required) Name: Contact details:			
Order relevant resources			
Organise “Give Aways” if you are going to have them, eg showbags			
Order catering (if necessary)			
Will you provide child minding?			
Organise your advertising, maybe a flyer to be distributed locally, or information about your activity could be placed in community newsletters, on noticeboards etc.			
Check there will be adequate parking close by, and if there is disabled access			
Check there are enough toilets and their location, make sure they are well signed			
Organise your evaluation process and submit your evaluation report			
Pay your invoices			
Send thankyou's			
Other:			