



EVENT CHECKLIST

Decided to run an event – here is an easy checklist to follow!

EXCELLENT PLANNING MAKES AN EXCELLENT & SUCCESSFUL EVENT

- What type of event will you be running?
- Will you need permission and/or licences, check with your local council
- Draft a budget, set a fundraising goal
- Send us an email to advise us of your event: info@bossbootcamp.com.au
- Is a venue required or can you hold the event at work/home or school?
 - Not having to hire a venue will keep your costs down
 - List what you need from a venue?
 - Number of guests?
 - What suburb would suit your event best?
- Will you need Public Liability Insurance?
 - Our insurance will not cover your private events
 - If you have hired a venue, check whether their insurance will cover your guests.
- Details of event
 - Theme – run, walk, gala night, luncheon, quiz night etc
 - Raise money – Auction/raffles/door prizes
 - Food – Catered or bring your own
 - Drinks – Soft & Alcohol (purchase or bring your own) NB: Selling of alcohol requires a license which can be obtained through: www.cbs.sa.gov.au/licensing-and-registration/liquor/
 - Set up/Clean up
 - Registration/Record (what system will you use)
 - Guest list
- Approach local businesses to ask for donation prizes for raffles/auctions/door prizes
- Invite friends, family, colleagues and more
- Did you need a Speaker from Legacy or Volunteers? We can help, contact us
- Depending on size of your event and your target, use our media release template and let your local newspaper/radio station know what you are doing
- Create a run sheet and distribute to your team
- Check the weather forecast, if your event is outside.

ON THE DAY

- Set up is important – first impressions always count, the more relaxed and comfortable your guests feel the better they will respond
- Stick to the running sheet
- Push the sale of auction items/raffles
 - Ensure you are set up to take payments – cash, cheque or credit card (We can help if you need – contact us www.bossbootcamp.com.au/contact-us)
- Announce the door prize winner
- Network and enjoy.

POST EVENT

- Email a huge thank you to all guests, sponsors and donors
- Announce your fundraising total
- Bank your funds
- Start the next fundraiser.

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SUPPORT DEFENCE FORCE FAMILIES

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RAISING FUNDS FOR THE FAMILIES OF THOSE WHO SERVED OUR COUNTRY

EVENT DETAILS:
