



Checklist for your event

Before the event

Let us know of your plans

Set the date

Let UCARE know about anything we can send you, collection buckets
balloons/T-shirts/posters/leaflets /badges etc.

Book the venue

Set the budget

Get helpers involved (if necessary)

Confirmation of booking in writing

Public liability insurance

Consider health and safety plans

Complete risk assessment

Letters to companies for support

Invitations to participants

Advertise the event/ Press release

Raffle / auction /tombola prizes

Car parking / directions/ car passes needed

 **During the event**

Take buckets/ collection boxes

Take leaflets/information about UCARE

Take sponsorship forms

Take Gift Aid forms

Take money for cash flow

Organise Refreshments/catering/safety

 **After**

Rubbish collection

Update for helpers/supporters

Send/pay in money to UCARE

 **For larger events you may need to consider in advance**

Council permissions / licences

Programme design / print

Photographer / media cover

Marshalling car parking etc.

Security arrangements/Police liaison

First aid cover

Toilet facilities/Disabled facilities

Band/entertainment/ music/sound /lighting/MC/ announcer

Marquee/shelter hire