Checklist

Event detail confirmation

Ensure you have confirmed the following details with our Australian-based tour coordinator and filled out the event details form here.

- Public or private (can we invite some of our local supporters to your event or is it a closed event?)

- Arrival time of guests

- Official event start

- Gemma's presentation start time

- Time allocation for Gemma (ideally 40min but can be flexible)

- Time allocation for Q&A if required

- Earliest departure time for Gemma and the team

- Any key attendees that Gemma and team should know

- Max attendees expected

Before your event

- [ ] **Ensure you have the equipment Gemma and the team need, including:**
  - Laptop with at least one USB port or adaptor
  - A projector and any cords for the laptop
  - A microphone
  - Speakers
  - A table for merchandise and books
  - Extension cord and power boards

- [ ] **Test all of the equipment.**
  - Make sure the USB ports in the laptop are working aswell as the Powerpoint software
  - Check the projector can connect with the laptop
  - Do a mic check! Ensure no issues with the microphone
  - The presentation has videos so please ensure that the sound is working and loud enough for the room
  - Ensure any extension cord, adaptors and power boards are working

- [ ] Find the best place at your venue to place a merchandise table, with easy access to a powerpoint (using an extension cord if necessary) so that the team can charge the EFTPOS machine.

- [ ] Assign an event assistant who can help Gemma and the team with small tasks and setting up.

- [ ] Create your own poster and invitation using the editable templates on **our website**

- [ ] Get in contact with local media who could run stories promoting your event. Check the event kit for more information.

- [ ] Invite people - think friends, family and local groups, including churches, Rotary clubs and schools.

- [ ] Print A4 copies of the registration QR code found in your Event Host Kit

- [ ] Send a reminder to attendees one to two days prior to the event.

On the day

- [ ] If you are hosting in a larger venue that may have reception, notify the staff of the Gemma and the team's expected arrival time so they can point them in the right direction.

- [ ] Set up the table for merchandise - don't forget it needs easy access to power!

- [ ] Set up and re-test all the technical equipment together. Keep in mind volume for the venue and also visibility of the projector -might need to close some curtains!

- [ ] Display at least one QR code in a prominent position at the entrance and encourage attendees to register.

- [ ] Contact Maddie using details in your kit if there are any changes or issues on the day.

- [ ] When Gemma and the team arrives, please introduce your assistant to the team so they can help them do s quick set up!

After your event

- [ ] Deposit any donations to St Jude's (refer to page 9 of your Event Host Kit for payment options) and fill out the 'Tax Receipt List' spreadsheet and send to accounts@schoolofstjude.co.tz

- [ ] Gather all photos and videos from your event! Don't forget to also ask attendee's if they would like to share. Please then add them to **our Dropbox** for use on our social media and newsletter.

- [ ] Send us a copy of any media that covers your event.

- [ ] Continue to share the story! Reach out to your local news to see if they would like to do an article on the success of your event.

- [ ] Send out a thankyou to all your attendee's and encourage them to support St Jude's!