

# 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](#) 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.

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

## On the day - do a quick setup

---

- 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!
- Contact Winnie using the numbe provided 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 a 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](mailto: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!

