



NCRF Event Checklist

- ✓ Develop a budget
- ✓ Contact a venue(s) and determine exactly what is provided (ie. permits, licences, insurance, sound system, staging, tables, chairs, dishes, etc.)
- ✓ Develop and distribute any donation / sponsorship letters
- ✓ Finalize supporters
- ✓ Create tickets (if needed) and have them printed
- ✓ Create ticket control sheets
- ✓ Set up ticket outlets and distribute them accordingly
- ✓ Create posters (these should not be distributed until tickets are in place at the various outlets)
- ✓ Obtain decorations
- ✓ Confirm participants
- ✓ Arrange for volunteer help
- ✓ Confirm any food and refreshments to be served
- ✓ Map out event floor plan
- ✓ Create event schedule that includes a clear set-up and take down plan
- ✓ Create event programme and have it printed (if needed)
- ✓ Create any signage required
- ✓ Write up a press release which includes all pertinent information and distribute to appropriate media
- ✓ Do follow-up calls to media to ensure receipt of release and to inquire about their attendance
- ✓ Follow-up and thank participants, sponsors and donors (VERY important)
- ✓ Create finance summary for event (determine any receipting if needed)
- ✓ Schedule a post-event meeting to discuss results/outcomes of event
- ✓ Schedule an event date for next year! 😊