

# Event planning checklist



## As soon as possible:

- sign up for Playday email updates
- get a planning group together
- invite partner organisations
- make an action plan with target dates
- set a budget and apply for funds
- decide the date and venue
- contact your local authority
- apply for permissions and licences
- check insurance policy
- plan publicity

## Two months to go:

- register your event on the Playday website
- plan play provision
- invite guests
- carry out a risk assessment
- plan health and safety and first aid provision
- think about toilet provision
- think about waste disposal
- plan food and drink
- identify or book a photographer

## One month to go:

- advertise your event if it's open to the public
- find volunteers to help with setting up your event and to help on the day.
- Think about child supervision

## Two weeks to go:

- download the sample media release and send your version to local media
- prepare an action plan for the day

## One week to go:

- phone local media to follow up media release
- check weather forecast and make the necessary preparations
- remind residents of street closures

## The day before:

- call media contacts to confirm event details and any interviews arranged
- set up your venue, carry out safety checks and review your risk assessment
- for large events consider printing fliers to distribute at entrances
- carry out safety checks and review your risk assessment

## On the day:

- make sure emergency services have clear access to your site
- carry out additional safety checks, walk the site, and refer to your risk assessment
- set up a clearly marked first aid point
- set up a clearly marked information point with a site map
- decorate your venue
- ensure you have all relevant contact numbers to hand
- mobilise volunteers
- relax and enjoy yourself
- clear up!

## After the event:

- thank journalists, VIPs, and volunteers for their support on the day
- hold an evaluation meeting – make sure you include children and young people
- send copies of images and media coverage to Play England
- start planning next year's Playday event!