

CHECKLIST FOR YOUR EVENT

Description	Comments
Set a date and time for the event	
Book a suitable venue (consider size of audience, location to transport, accessibility)	
Select a presenter or MC to act as host	
If your event is open to the public, submit your event details on the Don't DIS my ABILITY website: www.dontdismyability.com.au	
Request a copy of the Don't DIS my ABILITY logo and branding and style guidelines (email your request to dontdis@facns.nsw.gov.au)	
Design material to promote the event and include the Don't DIS my ABILITY logo (e.g. invitation, flyers, poster, email, newsletter)	
Prepare a distribution list to ensure your promotional material reaches your target audience	
Distribute invitations in plenty of time to manage RSVP's	
Decide on the most appropriate seating style (e.g. theatre or u-shape)	
Plan the room set-up to include a welcome desk for name tags, water stations, accessible seating and reserved seats close to the stage or podium for your special guests and speakers	
Organise catering considering the dietary requirements of your audience	
Book Auslan interpreter, audio loop, captioning services	
Arrange a Welcome to Country to be performed by an Aboriginal elder or nominated representative at the beginning of the proceedings	
Arrange AV equipment and power for laptops, projector, screens, microphones and a lectern	
Identify, assess and manage risks associated with the delivery of the event	
Confirm Public Liability Insurance is current	
Email those who accepted the invitation a few days before the event to remind them to attend	

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Prepare a briefing document for the presenter regarding the event and provide speech notes	
Arrange to have volunteers on the day	
Place Don't DIS my ABILITY campaign posters around the venue prior to event	
Manage the event on the day	
Follow up after the event with thank you emails and a link to any photos taken.	
Email your post event evaluation to the Don't DIS my ABILITY team at dontdis@fac.s.nsw.gov.au by Friday 23 December 2011.	