



Event Checklist

Below are some items to consider when planning your Play Days event. This is not a full extensive list.

Logistics

- Set a date
- Budget
- Select a planning committee
- Staffing and volunteers required
- Determine a location
- Select featured activities
- Determine equipment needed
- Event Clue up

Health & Safety

- Weather (for outdoor events) – eliminate potential hazards
- Accident and on-site emergency plan in place

Infrastructure & Regulatory Requirements

- Accessibility
- Food & beverage
- Amenities
- Access to washrooms
- Hand washing stations
- Lost and found station

Promotion & Marketing

- Partners



- Social media posts (sample social media posts can be found later in the toolkit)
- Purchasing promotional items
- Use e-mail blasts, social media and website updates to promote your event.

Evaluation

- Complete any necessary evaluation forms and post event reporting forms.

For more information on how to implement special events in your area, ask Recreation Newfoundland and Labrador about their “Introduction to Special Events for Volunteers” workshop.