EASTER EVENT PLANNING CHECKLIST

The below checklist is a template to support you with your Easter events. Whether it's a community fun day, Easter service, mid-week meal or something else, we hope you find this framework helpful as you share a message of Christ's perfect peace with others this Easter.

Be guided by the lists for planning, supplies required, running a smooth event and wrap-up. This template can be personalised to add any additional to-dos you need to consider or remove any criteria that's irrelevant to your specific event.

EVENT CHECKLIST - TEMPLATE

Event Name:

Event Date:

Event Location:

Event Director:

Event Coordinator:

Expected number of attendees:

PLANNING

GENERAL ADMINISTRATION/SUPPLIES

ON SITE — DAY/S BEFORE

ON THE DAY

WRAP UP

COVID-19 CONSIDERATIONS

Ensure you're up to date with the latest restrictions for the suburb/area

- If required by your state, ensure all event staff and volunteers are wearing masks and gloves

- Implement a COVIDSAFE plan (i.e., abide by social distancing guidelines)

- Provide an appropriate number of hand sanitising stations

- Print and display the latest signs and posters from Safe Work Australia
  https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19

- Ensure you have ample stock of antibacterial spray and wipes to frequently sanitise your space

- Provide an ample amount of rubbish bins for used tissues to be disposed into

- Ask your venue if they have a COVID safe marshall onsite
  if not, assign one of the team members to be the Marshall

- Take temperature of delegates upon arrival (if required)