



Christmas event planning checklist

The below checklist is a template to support you with your Christmas events. Whether it's a community fun day, carols service, Christmas meal or something else, we hope you find this framework helpful as you share as you share a gift of joy with your community this Christmas.

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:

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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)

