**Journey to Justice event checklist GIFTS FOR VOLS, MERCHANDISE& SIGNS&PLATES&NAPKINS&TABLES& CASH BOX& BLU TAC&POSTERS& FELT PEN& RESERVED**

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **WHO** | **BY WHEN** | **√** |
| **BEFORE** |  |  |  |
| Publicity – Press Release? Tell who? |  |  |  |
| Risk assessment |  |  |  |
| Public Liability Insurance |  |  |  |
| Contact details of performers, venue, organisers |  |  |  |
| A-v (PA, amp, screen, mics, projector, laptop) |  |  |  |
| Programmes (logos of JtoJ, funders, partners, thanks, contact JtoJ) |  |  |  |
| Who will film/photos?Charger& phone. |  |  |  |
| Gifts for speakers |  |  |  |
| Check lighting/sound |  |  |  |
| Background notes about speakers for introductions |  |  |  |
| Room layout |  |  |  |
| Phones charged |  |  |  |
| Need stage manager? |  |  |  |
| Fees? |  |  |  |
| Order taxis? |  |  |  |
| Contracts/pay for room? |  |  |  |
| Need compere? Notes? |  |  |  |
| Flip chart and pens? |  |  |  |
| Need bar licence? |  |  |  |
| Deliveries? e.g. ice |  |  |  |
| Check timings for set-up etc. |  |  |  |
| Tupperware - leftovers |  |  |  |
| **AT THE EVENT** |  |  |  |
| Roles assigned |  |  |  |
| Music & Power Point images on arrival |  |  |  |
| Sell merchandise |  |  |  |
| Guest list |  |  |  |
| Who will look after guests? |  |  |  |
| Cloakroom? |  |  |  |
| Introduction speech |  |  |  |
| Collection bucket |  |  |  |
| Fix anything to walls? |  |  |  |
| Display boards? |  |  |  |
| Welcome desk |  |  |  |
| Banner |  |  |  |
| Float |  |  |  |
| Tickets? Stamp? |  |  |  |
| Flyers& posters |  |  |  |
| Publicity for other events |  |  |  |
| Sign-up for JtJ |  |  |  |
| Standing order forms |  |  |  |
| Pens/paper |  |  |  |
| Signage |  |  |  |
| Reserved signs |  |  |  |
| First Aid |  |  |  |
| Timings |  |  |  |
| Who’s in charge of tech? Tech list |  |  |  |
| Programmes – on chairs? |  |  |  |
| Evaluation forms – who will administer them& when? Other feedback? |  |  |  |
| Water/refreshments for speakers/performers |  |  |  |
| Filming& photography |  |  |  |
| Warn audience about filming & photography |  |  |  |
| Announce exhibition and other events |  |  |  |
| Who will Tweet? |  |  |  |
| Housekeeping – fire exit & toilets - announce |  |  |  |
| Do we want vox pops? |  |  |  |
| Plan for break – refreshments etc |  |  |  |
| Podium/lectern |  |  |  |
| Thanks& gifts & fees? |  |  |  |
| Clear-up (bin bags? recycling), leftovers? |  |  |  |
| Lock up |  |  |  |
|  |  |  |  |
| **AFTER** |  |  |  |
| Thanks |  |  |  |
| Edit film/upload pics |  |  |  |
| Website write-up |  |  |  |
| Evaluation summary |  |  |  |
| Publicity |  |  |  |