



Checklist for organising an event

The following list is designed to help you plan and run your event. It isn't exhaustive so give yourself plenty of time to plan and think it through. You should also refer to [Making your event safe and legal](#) and [Checklist for organising a special event](#)

Where

- Do you need a venue? Are there enough table and chairs, toilets, kitchens, cloakrooms, secure storage areas etc?
- Does your venue allow for music, entertainment, alcohol or food?
- If you're organising a run or cycle ride - have you checked the route, start and end points, water and refreshment stations, cheering and marshalling points, signage stations?
- Have you secured a date and confirmed all the bookings?
- Have you notified the relevant authorities, groups or local neighbours?
- Remember to "walk it through" or do a "dry-run"!

When

- Does your event clash with any major dates or times of the year that might affect turn-out e.g. school holidays? Think about regional/national issues too - Bank Holidays, weekend/weekday events.
- Are there any planned works that might affect your event i.e. road closures, diversions, strikes, engineering works?

Committees and volunteers

- Do you have enough support for your event - organisers, guests, participants, volunteers, marshals, cheerers, sponsors etc?
- Is there enough time to promote the event, get participants, sell tickets and collect sponsorship?
- Do you have enough help and support not only on the day but before and after too?
- Have you been in touch with local groups, clubs and businesses to get their support?

Is it appropriate?

- Is the venue and entertainment appropriate for the audience and charity?
- Can anyone take part in the event i.e. do they need to be over a certain age or with a certain level of fitness?
- Is the food and refreshment appropriate? Consider dietary requirements, religious and cultural issues.

Making Money

- Agree a budget!
- Set up an online fundraising page for the event and tell people what the money is for.
- Get participants to set up their own online fundraising page and set their targets.
- Do you have raffle prizes, auction items, games etc?
- Do you have all the materials you need e.g. raffle tickets, a float, collection tins, information about The Urology Foundation?
- Other things you could consider include: a good speaker, entertainment.

Practical Issues

Pre-event

- Have you arranged the publicity that you need to promote the event?
- Have you prepared a risk assessment?
- Will weather affect your event?
- Have you thought through health and safety regulations, first aiders, marshals, support vehicles, disabled access, insurance, licenses and complied with any procedures or guidelines?
- If providing food think about issues around those with food allergies (signage etc)
- Is there a crisis plan - injury, major incident, road closure, entertainers/caterers, illness etc?
- Do you have your timings planned for the event?
- Have you sent any necessary confirmation to the venue and volunteers?
- Have you arranged a photographer, media coverage and social media?

On the day

- Organise a briefing before the event.
- Remember to promote the event on social media and via the press.
- Have you arranged food and refreshment for volunteers?
- Keep contact details for volunteers, hospitality, local transport services, accommodation and emergency services.
- Remember to thank people.
- Clean up duties and cash handling - make sure you allocate these tasks.

Post event

- Thank everyone!
- Do post your event photographs on social media and please #TUF in your comments
- Let us know how your event went and send us some images as we would like to give you a thank you shout out on our social media
- Remember to pay in your money promptly as set out in the TUF guidelines and using our money collection form which you can find at theurologyfoundation.org/images/get_involved/Collecting_Money_for_TUF.pdf



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