



Use this Event Planner Checklist as a guide to planning your event.

EVENT PROPOSAL

- Completed online form at <https://hbcf.org.au/online-event-registration-form/>
- Event approved by HBCF
- Authority to Fundraise certificate/letter received from HBCF

LOGISTICS

- Venue booked and confirmed, if required
- A/V organised, if required
- Catering booked and confirmed, if required

SPEAKERS / ENTERTAINMENT

- Are speakers required?
- Have speakers been confirmed?
- Is an MC required?
- Has the MC been confirmed?
- Is entertainment required?
- Has entertainment been confirmed?

MARKETING

- Have you created flyers or posters?
- Created a Facebook event?
- Advertised through other channels?
- Sent event information to HBCF to share?

VOLUNTEERS

- Do you need volunteers?
- Brief volunteers on their role

POST EVENT

- Thank guest for attending
- Thank volunteers for their hard work
- Remit funds raised to HBCF