

# EVENTS & TACTICS CHECKLIST

Remembering everything you have to do for each event can be difficult. So here's a checklist you can use to keep track of all your most important tasks. Not all of these will be relevant for every event or tactic, but they are for most. So just focus on the ones you need to do. For more details check out our guides on events & tactics at [www.amnesty.org.au/skill-up/advanced-skills](http://www.amnesty.org.au/skill-up/advanced-skills).

## PRE-EVENT

- Plan & goals:** Do you know what you want to achieve and how it connects to the campaign? Is it strategic?
- Task list:** Do you know the finer details of everything that need to happen before, during and after the event?
- Coordination support:** Do you know who will provide support on all of these tasks? Is your team ready to go?
- Location:** Do you have the location sorted for the event / tactic? Is it accessible? Does it have what you need?
- Promotion:** Do you have your communications plan? Do you know what to tell people and when?
- Guest speakers & partners:** Have you reached out to others you'd like involved in the event / tactic?
- Welcome / Acknowledgment of Country:** Which do you need? Have you organised for this to happen?
- Risk assessment:** Have you worked out what could go wrong? Do you have back up plans if that happens?

## DURING EVENT

- Arrival & set up:** Have you set yourselves enough time to get everything set up at the location?
- Team briefing:** Do you have a running agenda? Does everyone know exactly what they are doing?
- Health & safety:** Have you made the space feel safe, inclusive and accessible? Will people feel welcome?
- Photos / videos:** Do you have someone who will do this?
- Debrief & pack up:** Have you set aside time for a brief reflection afterwards? Did you achieve your goals?

## POST-EVENT

- Follow up with attendees:** Have you sent out comms thanking everyone and discussing next steps?
- Follow up tasks:** Have you taken care of all other tasks? e.g. return petitions & donations.
- Evaluation:** Have you done a thorough evaluation of the event? What worked? What didn't?
- Pass on learnings:** Have you sent this evaluation on to relevant staff and other activists to learn from?
- Celebrate:** Have you taken the time to celebrate with everyone that supported the event / tactic?

