

Event organiser checklist

For a public event

Four months before

- Venue booked and paid for (venue risk management forms complete if required)

- Invitation letter sent to service providers and community organisations. Organisations confirmed

- Invitation letter to local Member of Parliament / Mayor sent and follow up call made

- Invitation letter to local businesses requesting support sent / follow up call made

- Lived experience speakers sourced and booked

- Event entertainment sourced and booked

- Identify and arrange insurance requirements (seek independent advice)

- Book Welcome to Country

Two months before

- IMPORTANT.** Qualified counsellor and/or peer workers booked and confirmed to attend event

- Initial event planning and coordination meeting held with participating organisations

- WSPD Posters customised with local event details and printed

- 'Help at hand' flyer customised with local help service provider referral information, and printed

- Advice of event given to other community groups along with promotional posters

- Order placed (if required) for WSPD banner, brochures and handouts, roses and any other collateral required

- Master of Ceremonies and volunteers organised and confirmed

- Local Police informed and invited (including other emergency services)
Please note that the presence of uniformed officers can be off-putting to some members of the community. Please keep this in mind when inviting First Responders to attend the event, and if possible ask for a small number of officers to attend (max 3)

One month before

- Initial on-site meeting held with participating organisations

- Final event plan, site plan and run sheet developed and distributed to participating organisations

Two weeks before

- Master of Ceremonies speaking notes drafted with names of participating organisations and entertainers

- Distribute printed copies of contact information (especially mobiles) to all representatives to bring with them on the day

Local radio station contacted / engaged for promotion leading into the event

Media provided Media Alert - advising of event date, time, venue and spokespeople

Day of event

Media provided Media Release (morning of the event) and Mindframe's [Advice to media about reporting and portraying suicide](#) factsheet

Distribute printed 'Help at hand' flyer to every stand at the event

Distribute social media tags to participating organisations

Send photos of the event via email or social media to enquiries@rosesintheocean.com.au

After the event

Email or post thank you letters to sponsors, Members of Parliament, Mayors, participating community leaders and organisations

Write a brief report of the event for next years' organiser

Roses in the Ocean welcomes your feedback. Please contact us at enquiries@rosesintheocean.com.au about what worked well, what didn't, ideas for next year, etc.

For a private event at a workplace or community group

Four months before

- Invitation letter sent to service providers and community organisations. Organisations confirmed

- Invitation letter to local Member of Parliament / Mayor sent and follow up call made

- Invitation letter to local businesses requesting support sent / follow up call made

- Lived experience speakers sourced and booked

Two months before

- IMPORTANT.** Qualified counsellor/s booked and confirmed to attend event

- WSPD Posters customised with details of your event printed and displayed at your venue

- 'Help at hand' flyer customised with local help service provider referral information, and printed

- Order placed (if required) for WSPD banner, wellbeing brochures, rose message tags

Two weeks before

- Master of Ceremonies speaking notes drafted with names of participating organisations

- Catering booked, if required

Day of event

- Distribute printed 'Help at hand' flyer to attendees

- Send photos of the event via email or social media to enquiries@rosesintheocean.com.au

After the event

- Email / post thank you letters to sponsors, VIP guests and participating organisations
