Event Planning Checklist

☐ **WHEN**
Talk Like a Pirate Day is Saturday 19th September, but you can host your event any time in September. Choose a day and date that is suitable for you and will be convenient for your attendees.

☐ **WHERE**
Where are you hosting your event? Remember to look at your available resources e.g. chairs, tables, sound system etc.

☐ **TIME**
Start and finish times _____

☐ **HOW**
How are you going to promote the event?

☐ **DECORATE**
Log into your fundraising dashboard to check out posters, decorations, certificates and more!

☐ **PLAN YOUR DAY**
List the activities you are going to offer, the resources needed for each activity and how long each activity will take. _____

☐ **PRIZES**
Will you have prizes for the best pirate costume and other games? _____

☐ **FOOD**
Are you serving food or snacks, if so what resources will you need? (Remember to look at COVID-19 restrictions in sharing food) _____

☐ **FUNDRAISING**
The best way is to have a mix of both online and on the day fundraising options. List your fundraising options here: _____

_____

_____

☐ **COLLECT MONEY**
What process is in place to handle money collected on the day?

☐ **COSTS**
Do you know what costs will be involved and how can you get these donated.

☐ **VOLUNTEERS**
Make a list of each activity and who is responsible for each one.

☐ **THANK**
How do you plan to thank volunteers, helpers and supporters?

☐ **BANK YOUR MONEY RAISED**
Visit the Talk Like a Pirate Day website for more information on how you can bank your cash!