

Your Pre-Event Checklist

We want to make sure you get the most out of your event, and have a fantastic time. Remember, you can never take too many photographs! 😊

Task/Item	Yes/No
Venue/Catering to be booked (if applicable)	
Are any finances needed?	
Event notice to DAO (at least 5 weeks in advance) – we love to hear from you!	
Invitation text sent to DAO (at least 4 weeks in advance) – so we can provide support.	
Invitation sent	
Speaker booked (if applicable)	
Final event info sent to DAO so we can update our Webpage Events Calendar	
Advertising on relevant social media platforms	
Official event sign-in sheet downloaded	
Assigned photographer (member of the committee)	
Any other tasks...	