



Event Planning Checklist

Put a tick in the box when you have done it.



Before the event

☐

Agree on the kind of event

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Choose a date and time

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Decide if you need to spend any money (a budget)

☐

Decide who you want to come to the event

☐

Check if there are any other events at the same time

☐

Let people know about the event
Decide who will do this and how



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Choosing the place

☐

Visit and look at places to check they are right for you

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Check how many people can fit in, including people who use wheelchairs

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See if it is available on the date/dates you want

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Check what is included, like: tables, chairs, speakers

☐

Find out about parking, including disabled parking

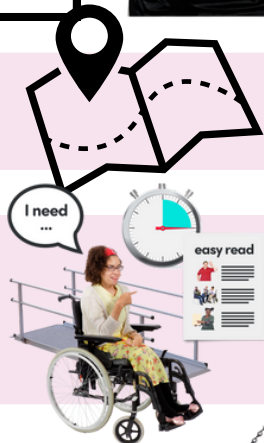
☐

Find out about other ways to get there. Where is the nearest bus stop or train station?



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Choosing the place

☐

Check if the place is suitable for people who use wheelchairs: ramps, lifts, toilets, doorways


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Check that signs inside and outside are easy to see


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Check for quiet rooms or chill out spaces


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Ask about support animal rules, like: guide dogs, therapy animals


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Take pictures of the place and if you're eating, take a menu and make sure they cater for dietary requirements

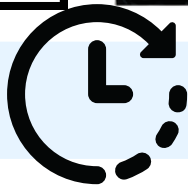

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Get the name and telephone number of a contact person



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After the event


☐

Have a meeting and talk about:

- what went well
- what didn't go well
- what do you need to change


☐

Send thank you note to anyone who helped organise it


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Find out what people thought of the event. Ask if they would like to do it again?


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If people are ok with it, share photos and videos with the group


☐

Start planning your next social event!

The Friendship Workshop series
is a project by:

SEE **ABILITY**

LDE
Learning Disability England



C4C
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