

A quality checklist is vital to any event. It will be your ever expanding point of reference which you will look at time and time again. Below is a checklist of the 'big' things, those essential in the initial planning of an event. Whether you are aiming to raise thousands, or host a humble coffee morning, the secret of success is planning.

1. **Define** what you want to achieve. Have a financial target, or maybe the number of people attending. However you express what you hope to achieve, make sure you enjoy yourself!
2. **Organise a team.** Will this be a solo effort or will you rope others in to assist you? Often the more people to help the better. People rarely volunteer, so start asking!
3. **Why** do you want to do this? What aspect of SU Scotland's ministry are you closest to? We can provide you with more information and stories of our work if required.
4. **Set a date.** Be mindful of other local events that may be taking place, as this may deter people from attending (if that is a requirement).
5. **Name your event.** It is hard to come up with a catchy, memorable name. There is nothing wrong with calling it 'My Skydive for SU Scotland'.
6. **Create a master plan.** This is where you think of everything that you may need, and what steps you will have to follow. You will add to this as you go along.
7. **Create a budget.** Beg, borrow, but don't steal. A great event can be run on a shoestring; it is more about what you do than what you spend.
8. **Publicity.** Who will want to be involved and how will you let them know about it. If you would like us to send out a message on social media to our contacts, just ask. If it is a larger event, the local press may wish to attend, but nothing beats word of mouth.
9. **Remembering** the event is vital after all the hard work you put in. What can you do to record the event for posterity, or to provide advice or guidance for other events?