

# Community Planning Launch Checklist

Action	Who	When	Done ✓	Comment
<b>Preparation prior to the event</b>				
Determine date, time and venue of the Launch	CCs			Check venue is available Check no clashes with other events and Council activities
Book the venue				Confirm venue and make payment (if required) to secure the date / time
Catering				Will the event be catered? Who will do this, what will be provided, what equipment needs to be organised?
Electronic / AV equipment is needed	CCs			What is needed? Will it work at the venue selected? What will it cost? What group may be able to lend theirs to you?
Decide on format for the Launch	CCs			How will it be presented? Lunch, BBQ dinner, morning tea etc? Outside / inside? Consider Traditional Owners and Smoking Ceremony Who will speak?
Develop communications plan for Launch				Why would people want to come? What's in it for them? When and where will information be posted? Will there be a call to action from the launch? Where to from here? When does information need to be sent? How will we receive RSVP's for catering e.g. Eventbrite?
Develop a list for individual invitations				Who will be invited? Elders, Mayor, Councillors, media, previous Community Coordinators, Progress Committee members etc
Decide what documents, pictures and information will be available				Do you need a PowerPoint developed to help bring the launch and plan to life? Who will create this? What information will appear around the location? Print off the Plan Snapshot Print off full plans? Flyer with link to full plan? Images of the process Print out of township (Council will print plotter – time permitting) Relevant data from surveys or town Flyer on how to get involved from here with short description of projects they can join
<b>Presentation preparation</b>				

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Information about the process	CCs			Demonstrate the reach of the consultation: survey responses, numbers who attended meetings, what activities occurred to reach out etc
Recognition	CCs			Who needs to be recognised in the Launch? Groups, individuals, community, Council etc
Develop a run sheet for the Launch				Timings, speakers, acknowledgements of special guests & CCs, key points to speak to Have a 'monitor' to prompt speaker if critical info is overlooked
Call to action information				List projects and what volunteer support is needed and who to contact (ideal for project leaders to be there on the day) Volunteer cards; postcard sized with different activities listed i.e. Community garden 2 hours x 1 Sunday per quarter, no skills required, bring your friends, great social activity Printed sheet with overall volunteer needs listed for each project
Appoint an MC if multiple people are speaking	CCs			
<b>Final last-minute checks</b>				
Do a practice run through the run sheet including testing the AV				
Check in with special guests who haven't RSVP'd				
Name tags are good to have (should include all RSVPs in alphabetical order according to surname to make it easier)				
Copies of documents prepared and printed				
Small gifts of thank you for CCs (if appropriate)				
Check electronic equipment (computer, projector, screen, DVD, microphone, PowerPoint presentation etc)				

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Confirmation of catering 24 hours out from event including timing of delivery if relevant				
Room set up to suit the requirements of the Launch – to be set up at least one hour prior to launch				
<b>Post launch activities</b>				
Send thanks				Send thanks and acknowledge those involved in your presentation
Contact and record				Make contact with any people who expressed interest from your call to action