

CHECKLIST FOR INTEGRATED HEALTH PROMOTION AND PREVENTION EVENTS

The following is a guide and checklist for planning and delivering health promotion and prevention events, big or small. Being well prepared will go a long way to ensuring the information and knowledge you and partners want to pass on is in focus and your approach together is professional and trustworthy.

Depending on the event, the tasks listed below will vary and some may not be as relevant.

<p>Event Plan</p> <p><i>Planning your event is well worth working through the fine detail.</i></p> <p><i>It will ensure on the day you are well prepared and all the focus is on the information and knowledge you want to impart.</i></p>	<p>Purpose of event</p> <p>Target audience</p> <p>Date and time</p> <ul style="list-style-type: none"> ● Consider time of year as weather (hot and cold) does impact participation ● Is there anything else significant happening that day? Eg. Daffodil Day ● What time is the target group most likely going to be about or happy to attend <ul style="list-style-type: none"> ○ Older adults would prefer a morning tea or lunch time event ○ Tradie events at morning breakfast / smoko time eg. HALT <p>Location</p> <ul style="list-style-type: none"> ● Permit /approval requirements (Council / venue etc.) ● Is it suitable for the health promotion/prevention topic you are highlighting ● Are you in a space where people/target group will be comfortable to receive information? ● If it is a general community area consider safe access, traffic and the space is easy to move around and pass <p>Task timeline and task responsibilities</p> <ul style="list-style-type: none"> ● List everything – details here will make for a smooth event from planning, promoting, setting up, delivery, packing up, evaluation and information dissemination <p>Risk Management Plan</p> <ul style="list-style-type: none"> ● This is so the time and effort you put into the event (big or small) will have the greatest impact ● Your safety and potential participants is assured
<p>Physical Resources</p> <p><i>Never leave this to the last minute.</i></p> <p><i>Setting up an event always takes longer than expected so allow plenty of time.</i></p> <p><i>Packing up is also a task which needs delegation so it is done efficiently and not left to one person.</i></p>	<ul style="list-style-type: none"> ○ Marquee (ensure it is able to be secured) ○ Pull up banner ○ Flyers / information – have weights or some way of securing so they do not blow away ○ Gift/info packs – give-away items (environmentally/sustainably friendly eg. plant seeds); ○ Water / food / serviettes (if food is being served follow healthy food guidelines and food safety practices) ○ Sunscreen ○ Insect repellent ○ Chairs ○ Trestle tables / table cloths ○ Micro-phone and PA

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	<ul style="list-style-type: none">○ Pens / paper○ Name tags – either pre-printed or sticky tags○ Registration page○ Feedback forms
Event Day	<p>On event day it is valuable to have one person as the delegated leader, this supports key questions and/or issues being quickly answered and resolved.</p> <ul style="list-style-type: none">● Have a schedule for the day/event and ensure all involved has a copy● Allow plenty of time for setting up particularly if you have not been to the venue/site before hand● Delegated tasks are carried out as per your plan throughout whole event● Leader meets and greets key people● Enjoy working together