Event checklist

REFUGEE FESTIVAL SCOTLAND

This checklist covers things to consider before, during and after your festival event. It might not all apply to your event, but these steps should help guide you through the day and help you plan.

Before the event

- [ ] **Getting ready!**
  Who will be helping at your event? What will they each be doing and is everyone confirmed? Do you need to invite someone to lead workshops, play music, or cook food?

- [ ] **Venue**
  Where will your event take place? Will you have access to everything you need, such as a kitchen, furniture, space for musicians and performers, or toilet facilities?

- [ ] **Budget**
  Plan your spending and know how much everything will cost early on – for example, room hire, food and drink, materials for craft workshops etc. It might be helpful to leave some money aside for unexpected costs that might arise.

- [ ] **Room set up & equipment**
  How do you plan to organise and decorate the space – for example, putting up posters and arranging tables? What materials and equipment do you need? If you are using electrical equipment, are there enough power sockets and extension leads?

- [ ] **Event plan**
  What is the schedule or running order for your event? Make sure you have enough time for each activity.

☐ **Hospitality**

Will you be serving food and drinks at your event? You can find information on food safety here.

☐ **All weathers!**

Be prepared for all weathers! What will you do if you have planned an outdoor event, but it rains on the day?

☐ **Audiences**

Who do you want to attend your event? How many people are you expecting to participate? It may be helpful to plan for a minimum and a maximum number of people who might attend and think about how you can adapt and change your event so it works for different numbers of people.

☐ **How will people know about your event?**

Let everyone know about your event on social media and in your local area. Share a link to the event listing on the Refugee Festival website. Put up posters, leave flyers in cafes, libraries and community centres and invite local groups to come along.

☐ **Ticketing**

Remember to let people know how they can take part in your event. Do they need to book a ticket, or can they show up on the day?

You may want to create an Eventbrite page where people can register to attend, or ask attendees to send you an email to book their place.

Keep an eye on bookings. You may need to do some extra promotion to reach more people if registrations are low.

☐ **Venue accessibility**

Is the venue wheelchair accessible? Are there accessible toilets? Is there access to parking? Please provide this information in your event listing.

☐ **Other needs**

Try to make sure your event as welcoming and enjoyable for everyone. For example, accommodating different cultural and religious needs by providing kosher and halal food, including breaks if it is a long event, having comfy seating for people, or providing childcare or language support.

If you are inviting specific communities to your event, it is worth asking in advance if there are things you can do to help them feel more comfortable.

☐ **Risk assessment**

We want to remind everyone of your responsibility to ensure safe conditions for those delivering the event, as well as for participants and attendees. When planning your event, you will need to carry out a risk assessment to identify any potential dangers and make sure your event is safe. This includes things like fire safety measures and having enough first aid supplies.

The place where you are having your event might be able to provide a risk assessment form for you to fill in, and guidance on how to do this. Alternatively, you can download a sample risk assessment form **here**.

☐ **Safeguarding**

Safeguarding and the welfare of children, young people and vulnerable adults are responsibilities shared by all. When planning your event, consider what risks could be raised and the extra measures that you will put in place to keep everyone safe.
Additional guidance can be found **here**.

☐ **Staying safe**

We encourage everyone to stay safe, vigilant and to look after one another. Refugee Week have put together **practical tips** to help organisers plan for potential anti-migrant activity at events, gathering guidance from organisations such as HOPE not hate, IMIX and City of Sanctuary, which we recommend looking at.

On the day

- [ ] **Make sure people can find your event**
Put up signs and provide simple directions, so everyone knows where to go.

- [ ] **Setting up!**
Arrive early and give yourself plenty of time to get everything ready. This includes arranging your space, setting up equipment, and putting out any food and drinks. If you have helpers, take a few minutes to explain what you would like each person to do.

- [ ] **Welcoming people**
Make sure the event starts on time. Begin by welcoming everyone, then explain what will be happening at your event and introduce everyone involved.

  One or two Refugee Festival Scotland volunteers may attend your event. Please welcome them and explain how things will work. Volunteers are there to help and can support with your event evaluation.

- [ ] **Awareness raising**
Refugee Festival Scotland is a chance to learn new things. Your event is a great opportunity to let people know more about your organisation, what you do and how they can get involved.

- [ ] **Event evaluation**
Print copies of the festival event questionnaire and have them ready to give out to attendees and collect at the end.

  Remember also to keep a record of how many people attend your event. You will need to provide this information as part of your organiser feedback.

- [ ] **Closing**
Thank everyone for coming at the end of the event.

After the event

- [ ] **Thank yous**
Take a moment to say thank you to everyone who helped make your event possible

- [ ] **Send us your feedback**
Please remember to fill in the festival organiser's questionnaire by Monday, 6 July.

This is also the deadline for returning event questionnaires that were completed by people who attended your event. Please scan or photograph completed questionnaires and send them to us at festival@scottishrefugeecouncil

- [ ] **What did you learn?**
Take some time shortly after the event to speak with people who were involved and think about how it went. What worked well? Were there any challenges? What would you do differently next time?