

BETTER event checklist

Please ensure you have checked all of the following items.



Before your event

- Complete the event registration checklist and send to ornella@bettertimor.org
- Promote your event through your network and social media. Remember, the BETTER family are here to help and only an email or call away so please get in touch.
- Checkout the resources that may assist with your event/activity, www.bettertimor.org/resources
- Prepare a run sheet including accountabilities for any volunteers to event runs smoothly

On the day of your event

- Ensure you have setup any laptop, projector, microphone or speakers you may need and tested
- Be sure to collect a head count of attendees from your event and collect all supporter details if they would like to be contacted after the event, this can be done through the event report or otherwise
- Organise a helper (other than the main organiser) to help during the event
- Take photos to post and share on social media
- Make sure you have printed and displayed any marketing materials

After your event

- Ensure you have sent the event report to ornella@bettertimor.org
- For anyone who would like to receive a tax deductible gift receipt please ensure you have completed the 'Issue me with a tax receipt' excel spreadsheet and sent to ornella@bettertimor.org
- Deposit any donations to BETTER as on page 11 of the 'Fundraising Package'
- Send us a selection of your best event photos so we can include on our website, social media and in our newsletter. Be sure to also post on your networks and share about the great difference you are making to the lives of the Timorese
- Send us a copy of any media articles that refer to your event