



[Version 1 – January 2010]

Organising Large Events

..A practical checklist..

As with out other checklists, we can't guarantee that this list is infallible, but it's a great help. If you spot any glaring omissions, please tell us so that we can add to future versions.

Assessing a need & gauging your audience	
Do you have a target group of young people in mind? (e.g. a certain age group in your deanery)	
Is the event providing something not provided elsewhere? (have you checked around?)	
Have you checked with the parish/ diocese/ deanery/ other bodies that you are allowed to run the event?	
Finding a date and a venue	
Have you checked that your date doesn't clash with other large Catholic/ local/ national/ youth events	
Find a venue that is large enough and appropriate and which fits your budget (local Church halls, schools etc are good)	
Does the venue have what you need for your purposes? (sound system? large room? small rooms? chapel? food & drink? toilets)	
Planning a programme	
Do you have an appropriate and interesting name for your event?	
Recruit a team and divide up responsibilities	
Put together a detailed, balanced outline for the day	
Book guest speaker(s) and workshop providers (this may need to be done way in advance)	
Are there different areas available for different parts of the programme (i.e. spaces for breaks, for prayer, for workshops etc)	
Do you have all the equipment you need for Mass, liturgy, praise & worship? (the checklist for organising large Masses may be of help)	
Communication & publicity... and links with the wider Church & other agencies	
Have you advertised the event in parish newsletters?	
Have you advertised the event on diocesan, parish etc websites?	
Have you advertised the event in local Catholic schools?	
Have you created a Facebook event and used Twitter or other appropriate web services?	
Have you spoken to local parishes about the event (priests, publicity people and youth leaders)	
Have you spoken to the diocese (especially your youth service)?	
Have you spoken to local Catholic secondary school?	
Have you told people exactly what they need to bring for the event (food, drinks, musical instruments, specific clothing, towels etc)	
Have you told adult youth leaders (i.e. those bringing young people) everything they need to know about the day? (see section below)	
Have you talked to organisations (charities, diocesan agencies) which might like to run a stall at your event? (remember to give them clear parameters about what they can and cannot do)	
Setting up your venue	
Are there lots of bins out? Especially in eating areas?	
Is there a welcome desk with forms, badges and anything else required?	
Are there signs up telling people where to go, and showing people key points such as exits, toilets,	

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information desk?	
Are there enough chairs?	
Is the temperature okay? (remember that large venues can take many hours to warm up)	
Are there any objects which might cause an obstruction which can be moved?	
If you have stalls and displays, where are they going to go?	
Is there any information to display on Projectors or plasma screens?	
Is the sound system ready to go?	
Do you have everything you need for speakers and workshop leaders? (Water? Lectern? Projector? Screen? Flipchart?)	
Have you brought bin bags?	
Have you brought spare toilet roll? (one thing you don't want to run out of!)	
Have you brought duct tape? (always useful)	
Have you brought copies of your programme and any other handouts?	
Have you brought information about the young people who are coming along?	
Have you brought any signs or displays that are being put up?	
Have you brought any PowerPoints needed on a memory stick (or whatever)?	
Have you brought laptop and projector?	
Have you brought some First Aid kits?	
Have you brought plenty of extension leads?	
Have you brought any musical equipment that you'll need?	
Keeping people informed during the event	
Do you have a welcome pack with information about the event (practical as well as programme, workshop choices etc)?	
Are there signs and notices in each area telling people what they need to know?	
Do you have somebody to do announcements (i.e. practical notices) at the end of each session, if appropriate?	
Do you have an information point or designated people who can be called upon to help people out?	
Do you have appropriate health & safety notices at key points?	
Looking after young people	
Is there a meeting point for those who get separated?	
Is there First Aid cover for the event and a First Aid room, if appropriate?	
Do you have safeguarding procedures in place? And have these been explained to everyone working at the event?	
Feeding people	
If people are meant to be bringing packed lunches, are they aware of this?	
If you need to serve food where and when is it being served?	
What are you doing about plates and cutlery?	
What about drinks and cups?	
Who is preparing the food?	
Who is buying the food?	
Where is the food being stored? (think about fridges and freezers)	
Where are people eating? (remember that this place will get messy)	
Have you catered for vegetarians and special diets? (you are required to do so legally. If you are catering you need to ask in advance if there are any dietary medical requirements or ethical needs e.g. vegetarians, allergies etc)	
Working with other youth leaders	
Are youth leaders/ parishes/ catechists/ [those bringing young people] aware of their responsibilities? (in other words, are they aware that they have pastoral responsibility for the young people and not the event organisers?)	
Is there something for youth leaders to do when they are not needed with their young people?	
Do they have plenty of advanced information such as itinerary, risk assessment, location, activities?	
Do they know who the key people are at the event?	
After the event	
Clean up the rubbish	

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Empty the bins	
Replace furniture and anything else that you moved	
Make sure you remove all of your own equipment	
Make sure all of the people are out	
Inspect the area for any signs of damage	
Make sure everything is locked up, is necessary	
Make sure that everything is unplugged and/ or turned off	

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