

# LIVE *free* PROJECT

NURTURE + STRENGTHEN + CONNECT OUR COMMUNITY

# A NIGHT TO SPARK CHANGE EVENT CHECKLIST

## BEFORE THE EVENT

- COMPLETE REGISTRATION PAPERWORK.
- PICK UP HOST BOX FROM LIVEFREE PROJECT OFFICES
- (AFTER MARCH 10TH).
- CONFIRM VENUE BOOKING.
- PLAN AND ORGANIZE ACTIVITIES.
- PROMOTE THE EVENT ON SOCIAL MEDIA AND THROUGH LOCAL CHANNELS.

## ON THE DAY OF THE EVENT

- ARRIVE EARLY TO SET UP.
- DISPLAY PROMOTIONAL MATERIALS AND THE DONATION QR CODE.
- PREPARE REFRESHMENTS (IF APPLICABLE).
- WELCOME GUESTS AND SHARE THE EVENT'S PURPOSE.
- ENGAGE ATTENDEES THROUGHOUT THE EVENT.

## AFTER THE EVENT

- COLLECT FEEDBACK USING THE FEEDBACK FORM.
- THANK YOUR GUESTS AND SHARE THE IMPACT OF THEIR CONTRIBUTIONS.
- RETURN ANY BORROWED ITEMS.

BE PART  
OF THE  
*Story*