

## SAMPLE CHECKLIST

Item	Task	Detail	Recommended Time Before The Event	Responsibility
<b>Commemorative activity</b>	Objectives	Confirm desired outcomes; tailor ideas accordingly	3 to 4 months	
	Engage stakeholders	Consult with RSL sub-branch, ex-service organisations, veterans associations, non-government and government agencies	3 to 4 months	
	Date and time	Check for clashes and then select a date/time	3 to 4 months	
	Format	Select and confirm a format (e.g. wreath laying, War Memorial dedication, re-enactment etc)	8 to 12 weeks	
<b>Budget</b>	Estimate	Draw up a budget to include venue hire, catering, AV, publicity, artwork, printing and other costs	8 to 12 weeks	
<b>Timeline</b>	Plan	Develop a timeline to include all major tasks, assigning a task deadline and responsible person	8 to 10 weeks	
<b>Venue</b>	Site inspection	Check layout, location, traffic patterns, accessibility	10 to 12 weeks	
	Booking	Book venue with suitable size, facilities and location for your commemoration	8 to 10 weeks	
	Contingency plan	If outdoors, have a plan B for inclement weather	8 to 10 weeks	
	Services	Book a caterer, confirm menu selection and follow up. Consider approaching your local Country Women's Association branch	4 to 6 weeks	
		Inform local authorities of your plans. Book St John first aid post	4 to 6 weeks	
		Organise audio-visual, sound check and lighting	2 to 4 weeks	
		Organise signage, banners and other display materials	3 to 4 weeks	
		Book photographer	2 to 4 weeks	
<b>Program</b>	Welcome to Country	Invite; make arrangements for participation	6 to 8 weeks	
	Guest Speaker/s	Invite; make arrangements for participation	6 to 8 weeks	
	MC	Invite; confirm participation	4 to 6 weeks	
	Music/Live entertainment	Invite; confirm participation. Consider engaging the Army, Air Force, Navy, Police or Fire Services Band or a local school band or choir	4 to 6 weeks	

Item	Task	Detail	Recommended Time Before The Event	Responsibility
<b>Invitations</b>	Wording	Draft text	8 to 10 weeks	
	Design	Develop	8 to 10 weeks	
	Invitation list	Develop & circulate to stakeholders for approval	8 to 10 weeks	
	Printing	Print invitation cards or letters	6 to 7 weeks	
	Mail-out	Coordinate mail-out of all invitations	6 weeks	
	RSVPs	Record RSVPs and develop guest list (inform caterer of special dietary requirements and venue of special access requirements)	1 week	
<b>Publicity</b>	Promotional material	Organise artwork/design/copy approvals/printing	4 weeks	
	Media	Provide information to local media	2 weeks	
<b>Logistics</b>	Order of proceedings	Draft and circulate to stakeholders for approval	3 weeks	
	Function brief	Compile function brief for VIPs To include: <ul style="list-style-type: none"> <li>• VIP's role</li> <li>• brief history/current issues</li> <li>• media opportunities</li> <li>• speech notes</li> <li>• expected audience and other VIPs in attendance</li> <li>• the order of proceedings</li> <li>• location map indicating parking area</li> <li>• contact details of organisers including mobile numbers</li> </ul>	2 weeks	
	Speakers/VIP	Distribute function brief	10 to 14 days	
	Security/Parking	Arrange and confirm any necessary requests	1 to 2 weeks	
	Final RSVP list	Develop a final guest attendance list from RSVPs	2 days	
	Place cards/ Name tags	Print from final RSVP list	1 to 2 days	
	Commemoration hand-outs	Coordinate programs, certificate, plaques, information brochures, tickets/ entrée cards, or other hand-outs	1 to 4 weeks	
	Seating charts	Compile charts for distribution to staff and displays at venue	2 days	
	Multi-media presentation	Organise requirements	1 week	
	Music	Coordinate selection and playing of required music	1 week	
Additional equipment	Source and coordinate as required	1 to 7 days		
<b>Documentation</b>	Invoices, petty cash, receipts, financial forms	Supervise and manage	Ongoing	
	Evaluation sheet	Compile, share information and file for future reference	1 to 2 weeks	
<b>Acknowledgement</b>	Letters of thanks	Draft and distribute to all stakeholders	2 to 3 days after	

# COMMUNITY COMMEMORATION GUIDE

## CHECKLIST

Item	Task	Detail	Recommended Due Date	Responsibility	
<b>Commemorative activity</b>	Objectives				
	Engage stakeholders				
	Date and time				
	Format				
<b>Budget</b>	Estimate				
<b>Timeline</b>	Plan				
<b>Venue</b>	Site inspection				
	Booking				
	Contingency plan				
	Services				
<b>Program</b>	Welcome to Country				
	Guest Speaker/s				
	MC				
	Music/Live entertainment				

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	RSVPs			
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	Media			
<b>Logistics</b>	Order of proceedings			
	Function brief			
	Speakers/VIP			
	Security/Parking			
	Final RSVP list			
	Place cards/ Name tags			
	Commemoration hand-outs			
	Seating charts			
	Multi-media presentation			
	Music			
	Additional equipment			
<b>Documentation</b>	Invoices, petty cash, receipts, financial forms			
	Evaluation sheet			
<b>Acknowledgement</b>	Letters of thanks			