

Checklist: Organize programs or events in northern communities

Consider, once the program or event outline has been created, what needs to be organized, obtained, coordinated, etc.?

<i>Beforehand</i>	<i>During</i>	<i>Afterwards</i>
Program or Event		
What is the program or event? What is the purpose for delivering it? What are the anticipated results? How long it will run? When? Where? What's the back-up plan?	How will we record participation?	What needs to be reported on?
People		
What type of leaders are needed? How many? What will they have to do?		How will be thank volunteers?

Location		
Where will the event take place? Is there enough space?	Who will open/lock facility?	Who cleans up?
Equipment & Supplies		
What equipment and supplies will be needed?		Who will return equipment?

Budget		
How much will everything cost?		
Promotion & Advertising		
What is the best way to advertise?		

Miscellaneous		
Is someone coming from outside the community?		
Evaluation		
What does success look like?		Do we do this again?

Adapted from: Manitoba Aboriginal and Northern Affairs (2008). **Recreation Director's Handbook; A guide for recreation delivery in Aboriginal communities** Retrieved from https://www.gov.mb.ca/inr/publications/pubs/recreation_directors_handbook_2008.pdf