



EVENTS CHECKLIST AFL CANADA

Logistics

- Field permits booked/confirmed.
- Playing schedule set for the event and shared with participants.
- Shaded areas, water, sunscreen available for all participants.
- Bins available for all participants.
- Portaloos booked (if no washroom facilities available)

People / Equipment

- Umpires organized and schedule to games.
- Schedule shared with umpires.
- Volunteers scheduled and jobs/times shared with volunteers
- Balls for each game organized, tested, pumped up.
- Lines painted for games.
- Scorecards printed for all games.
- Padding for goal posts located, tested.
- Portable posts located, tested (if applicable).

Marketing

- Marketing schedule set for the lead up to the event
- Logo created and shared for the event
- Event added to:
 - Facebook
 - Event brite
- Volunteer assigned to social media updates for the day
 - Social Media Credentials assigned to volunteer



Other Events

- BBQ/Beer Garden
 - Alcohol sales permit organized through local alcohol/gaming authority
 - Point of sale system organized
 - Volunteers to run bar/bbq organized
 - Tape/fencing/etc organized to section off beer garden
 - Food storage facilities organized to ensure food safety
- Junior Clinics
 - Advertising material/registration sent out in advance
 - Equipment organized
 - Volunteers to lead clinics organized

Safety

- Emergency action plan drafted and shared with stakeholders. Plan includes:
 - Person responsible for calling ambulance if necessary
 - Person responsible for flagging down the ambulance and guiding it to field of play
 - Location and directions to the closest hospital.
- Field inspection completed on the day of play.