



EVENT CHECKLIST

- Put together a local organising team**
- Choose your Walk route, Walk venue and date**
- Confirm the details with your local council**
- Provide JDRF with details about your event** so it can be listed on the JDRF One Walk website walk.jdrf.org.au
- Set up your personal fundraising page** to collect donations through the JDRF One Walk website walk.jdrf.org.au
- Contact the local media**
- Put posters up around town to promote your event**
- Use email and Facebook to promote your event**
- Organise entertainment, fundraising activities & food for Walk day**
Ask your local JDRF contact for some great ideas
- Create a Risk Assessment Plan and first aid facilities**
- Create a run sheet for Walk day**
- Recruit volunteers for Walk day**
- Provide JDRF with logistic details for your Walk**
- Enjoy the fun event you have created.**
Make sure to take the time to relax and enjoy the day. You should feel really proud of all your hard work, you're taking big steps to create a future without type 1 diabetes. Thank you!
- Say thank you to all your guests.**
A simple thank you goes a long way to solidifying any help in the future.
- Bank the money you have collected**