



With countless moving pieces, keeping track of all of the little details can be challenging, so this checklist is meant to get you thinking about everything you need for your event.

### Preparation - before event

- Have you added your event to the CMS, and is it appearing correctly on the Experience Finder? If it's not, contact your [Regional Development Officer](#) for help
- Have you planned your marketing campaign? Download the Marketing Checklist from the [SAW Toolkit page](#) for a list of marketing suggestions
- Print off copies of the SAW Participant Form – download this from the [SAW Toolkit page](#)
- How will you manage the queues of people wanting to have a go?
- How can you cater for people with disabilities, and can they access everything on site?
- Have you planned who will complete the 2024 SAW Event Participation Results and Feedback form before the deadline (28 May)?
- Have you completed a risk assessment for your event? If someone identifies additional hazards during the event, do you have someone to coordinate and communicate any changes needed?
- Do you have volunteers to help run the event, in a variety of roles?
  - Welcoming and registering participants
  - Putting on demonstrations
  - Helping participants shoot in the have-a-go area
  - A First Aider, just in case
  - Photographer or videographer
  - Someone providing refreshments and snacks
  - Plenty of club members to chat to participants as they wait
- Have you checked the equipment: is there enough and is it okay to use?



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### Preparation - on the day

- Do you have plenty of SAW Participant Forms ready? What about pens?
- Have you made all volunteers aware of any risks?
- Are there different targets you could use to introduce variety? Balloons, chocolate bars, 3D field targets, etc
- In case of high demand, is there someone who will coordinate bringing out more equipment?
- Do you have a soft archery kit for those not able to use a beginner's bow?
- Have you put up signage to help participants find the event, and is it clear?
  - How to find you
  - Where to park
  - Where to walk to the event
  - Where the toilets, refreshments and registration points are
- Have you got some shade from the sun/rain for waiting participants and volunteers?
- Are any additional activities prepared, ready and staffed with a volunteer?
  - Refreshments
  - Tombola/raffle
  - Beginner's course/taster event sign ups
- Can people book onto and pay for a taster day/beginner's course. If so, do you have a safe way to collect payment? If not, do you have information available about future courses?



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### Preparation - after the event

- How will you thank your volunteers? It doesn't have to be big, but a small thank you will go a long way
- Have you thought about sending out a 'Thank You' email to all your participants? If you do, make sure to ask for feedback, and include a little more information about your club and any future courses or events you're running
- Have you updated social media with photos from the event?
- Have you sent an email to or met with the volunteers to discuss the event and get their feedback on how it went?
- Have you sent the SAW 2024 Event Participation Results and Feedback form to AGB?
- Have you sent your event photos to your Regional Development Officer, so they can share them with AGB?