

Preparation: before the day



		Complete?
Checking details	<p>Are your event details showing correctly on the Start Archery Week event map?</p> <p>For anyone researching your club: is your website updated, and with event details? Can they contact with queries? How?</p> <p>Does the club location show correctly on Google maps? Do you need to share a 'What Three Words' reference?</p>	
Marketing	<p>Local media – radio/ article in paper – could invite along to the day also, use pre-event press release found here</p> <p>Social media – set up an event, and then reminders on platforms, use logo and posters</p> <p>Let all the club know (past and present, shooting and non-shooting) and ask to share details</p> <p>Invite groups in your community you have links with, and promote in local schools</p>	
Participant Registration	<p>Prepare the participant registration forms</p> <p>Who will register all participants' details on the day, where and how? (Check photo consent part is complete)</p> <p>Think about how to manage the queues of people wanting to have a go. How can you share info about the club?</p> <p>Who will feedback to Archery GB on spreadsheet before 21 May deadline and complete organiser survey</p>	
Workforce	<p>Do you have volunteers to help run the event, in a variety of roles: (would you use the Big Help Out?)</p> <ul style="list-style-type: none"> • Welcomers • Demonstrations? • Have a go area • Young Volunteers • First Aid • Photographer/ videographer • Refreshments and snacks • Someone assigned to talk to participants afterwards <p>It is crucial to think about which volunteers are based where, as it is important to interact with people</p>	

Preparation: On the day

		Complete?
Signage	<p>Have you got signage to help participants find the event, and is it clear?</p> <ul style="list-style-type: none"> •How to find you eg from main roads, or where to turn in •Where to park •Where to walk to the event •Where the toilets, refreshments and registration points are 	
Accessibility	How can you cater for people with disabilities, and can they access everything on site?	
Risk Assessment	<p>Have you completed a risk assessment for your event and made all volunteers aware of how to manage the risks?</p> <p>If someone identifies additional hazards during the event, who will coordinate and communicate any changes needed?</p>	
Equipment	<p>Have you checked the equipment: have you enough, and is it okay to use?</p> <p>Are there different targets you could use to introduce variety, balloons, chocolate bars, or 3D field targets to shoot at?</p> <p>In case of a rush in demand, is there someone who will coordinate bringing out more equipment?</p>	
Weather	Is there sun shade/ cover from rain (delete accordingly, depending on the British weather!)	
Additional activities?	<p>'Arrows' soft archery for anyone not able to use a beginner bow?</p> <p>Refreshments, games, tombola or raffle?</p> <p>Give-away items, ordered for free with your discount code through the Club Shop</p>	
Before visitors leave	<p>Can people book onto a taster day, or a beginners' course, and pay for their place there and then?</p> <p>Literature/ promotional information to promote the club, and dates of upcoming beginners' courses</p> <p>Do you have contact details on registration form, so you can follow up to get feedback, and promote upcoming events?</p>	
Feedback	Decide who will feedback to Archery GB how many people attended, and complete organisers' survey by 21 May	