



THE GREAT
GET TOGETHER

INSPIRED BY JO COX



PLANNING CHECKLIST

- ☐ **Decide on your audience:** How will you reach them?
- ☐ **Decide on your event and activities:** How will it be accessible?
- ☐ **Establish your team:** Who is going to do what?
- ☐ **Hosting:** Decide on your venue or virtual platform
- ☐ **Register your event** on our website
- ☐ **Advertise your event** online and locally
- ☐ **Organise** any refreshments or other resources you need
- ☐ **Consider any emergency or contingency planning**
- ☐ **Capture the event:** Take images and videos of your event—ensuring you have people's consent. Share it with us!
- ☐ **Thank people** for attending your Great Get Together
- ☐ **Further communications:** This doesn't have to be it! How can you use the event to spark something positive?