CSA EVENT CHECKSHEET

Please review the following ahead of any event

1. Has the committee had the chance to review the event (messaging, pricing, audience etc?)

2. If we're asking for some form of payment (e.g. entry fee) what payment service do you intend to use?
   - Online – CSA website
   - Cheque
   - Cash
   - School Gateway service

3. If a payment is being collected, have you considered how to claim Gift Aid?

4. How will people attending be able to ask questions in advance?
   - Email – if so which email?
   - Tel – if so which tel?
   - Online – Facebook?

5. Who is the main point of contact? Who is responsible for this event?

6. Is the CSA logo being used properly?
   - Please ensure the new version is used on all communications

7. How do you intend to communicate this to our supporters?
   - School newsletter (printed)
   - School newsletter (email)
   - CSA newsletter
   - Facebook
   - CSA website
   - Classroom posters