

# Event Planning Checklist



RINGETTE | RINGUETTE  
CANADA

## 6-8 WEEKS OR MORE BEFORE

- Book facilities. You need at least two hours (1/2 hour for participants to arrive, change, and get ready, + 1 hour on-ice, + 1/2 hour to change, allow participants to get refreshments, gather athlete information and evaluation questions). You may want more time to allow participants (and caregiver) to get to know your programs!

## 4-6 WEEKS BEFORE

- Gather all of the resources and information you will be distributing to caregivers at your event. Visit the Come Try Ringette portal on Ringette Canada's website for resources that you can share at your event!
- Schedule your instructors and volunteers. When contacting volunteers, be sure to tell them what volunteer roles exist (for example, helping on-ice or with the booth). If you are having trouble recruiting volunteers, consider partnering with neighbouring associations.
  - Ensure that on-ice instructors and volunteers have been properly screened and have completed appropriate training and education based on your local and provincial association's Safe Sport requirements.
  - It is recommended that all on-ice instructors and volunteers complete the Coaching Association of Canada's Safe Sport training (available at no charge through their website).
- Custom print your brochures and marketing materials. Be sure to include the date, time, place, and contact information for your event. We encourage you to use one of the great templates available on the Come Try Ringette portal on Ringette Canada's website.
- Contact your provincial association to have your event information added to the Come Try Ringette website and to have your event sanctioned.
- Let your provincial association know how much swag/participant giveaways you expect to need for your event, and tell them when you will need these materials. You can also ask them about borrowing their Come Try Ringette banner for your event.
- Initiate your formal promotion plan (for example, social media posts or advertisements). See the sample social media posts created by Ringette Canada to help get you started! Be sure to specify what equipment participants are required to supply and the time attendees should arrive for your event.

## 2-4 WEEKS BEFORE

- Reconfirm your volunteers and on-ice instructors.





- Monitor and respond to your pre-event registration following your initial promotion efforts.
- Plan your off-ice activities for the participants. For children, this may include activities such as colouring stations, face painting or off-ice demonstrations. For women, you may consider more social activities.
- Order/arrange for refreshments for participants.
  - Different cultures have various dietary practices. Ensure that this information is collected through the registration process and accounted for when ordering refreshments.
- Arrange for equipment, sticks, and rings to be available at the location of your event.

## 10 DAYS TO TWO WEEKS BEFORE

- Assemble your take-home packages (tote bag, colouring book, association-specific info).
- Contact your pre-registered participants to confirm attendance.
- Re-confirm your volunteers (again!). Tell them more about their role on the day so that they feel prepared and confident.
- Keep monitoring your pre-event registration.
- Create professional-looking name tags for your volunteers and on-ice instructors. See the Come Try Ringette portal on Ringette Canada's website for a template.

## EVENT DAY

- Consider holding a brief pre-event meeting with the event leaders, volunteers, and on-ice instructors. This is a final opportunity to reaffirm the intended outcomes of the day and everyone's role.
- Set up your Come Try Ringette display and information table in the arena lobby/common area at least 1 hour before the ice time begins. Be ready to welcome participants at least 30 minutes before the ice begins.
- Have volunteers on hand to greet, register, and accompany participants to the dressing room.
  - Ensure all volunteers are aware of the accessibility features of the facility, the location of washrooms and dressing rooms for all genders, and that the information is being shared with families when they arrive.
  - Ensure there are two volunteers in each dressing room to support participants with anything they need.
- Encourage volunteers to introduce participants to each other as they arrive to start forming social connections.



- Have sign-in sheets ready with names of pre-registered participants. Please ensure you have additional forms for walk-ins.
- For children's events, direct caregivers to the viewing area to watch the event. Having a few volunteers in the viewing area can be helpful, as they can answer any questions that the caregivers have while their kids participate. Consider giving caregiver informational handouts so that they can learn about ringette as their kids play! Direct caregivers to the room hosting the post-event activities & refreshments.
- Conduct an off-ice participant information session. Include equipment display and have someone knowledgeable to talk & answer questions.
- Consider the potential need for off-ice engagement for siblings or children who may be in attendance.

## AFTER THE EVENT

- Email photos from the event to participants (no more than two days after the event). If you plan to share photos on social media, please ensure that you have permission from the participants and their caregivers.
- Conduct a follow-up call or email (no more than 72 hours after the event) to learn about participants' experiences.
- Send a thank you to your volunteers. Now is a great time to ask volunteers if they would be okay with being contacted to support future events. This way, you can start a volunteer list!
- Complete the post-event report as required by your provincial association.