

EVENT CHECKLIST

You can use the checklist to ensure you have discussed important information with your recipient, so she feels comfortable and prepared for the event celebrating her achievements.

☐ **Availability**

I know our recipient's availability and confirmed that she is available to attend our event.

☐ **Location**

Our recipient is able to travel to our event or transportation has been arranged, or this will be held virtually.

☐ **Children**

I know what activities our recipient's children like and/or childcare has been arranged.

☐ **Speaking**

I understand what our recipient wants to share and how. I have confirmed the pronunciation of her name and shared it with any speakers.

☐ **Additional Support**

I learned what additional support would be most helpful to our recipient and have made plans with my club to provide it.

☐ **Event Reminder**

I contacted our recipient to remind her of the event details and to provide an overview of what she can expect during the event.