*Please discuss this checklist with the Communications Team via* [*membership@ywca.og.au*](mailto:membership@ywca.og.au)*, who may put you in touch with your local office for further support and liaison. This list is not exhaustive: please consider other planning, implementation, risk management and reporting requirements.*

**Group Name:** Text here

**Project Title:** Text here

|  |  |
| --- | --- |
| **Item** | **Status/Comments** |
| **Planning** | |
| Have you discussed your idea with the Communications Team contact person? |  |
| Have you submitted your Project Proposal? |  |
| Does your initiative include a Budget? |  |
| Have you planned out your activities in a timeline? |  |
| **Promotions and Marketing** | |
| Have you considered promotions and marking requirements (e.g. flyers, media release?) |  |
| Have you planned out your promotional activities in a timeline? |  |
| Have you discussed specific requirements with the YWCA Australia Communications Team and received sign off? |  |
| **Social Media** | |
| Have you considered social media strategies? |  |
| Have you compiled a plan/ schedule for the Communications Team for consideration and action? |  |
| Have you provided content to the Communications Team for consideration and action? |  |
| Have you got photo consent from your audience if hosting an event? |  |
| **Pre-event, launch, campaign** | |
| Have you considered requirements for set up and preparation work before the event or campaign? |  |
| Have you considered the resources you will need (e.g. volunteer time, delegated roles, staff support, etc.) |  |
| Have you considered accessibility for your event? (e.g. wheelchair access, reader accessibility, AUSLAN interpreters, etc.? [Click here for accessibility checklist.](https://www.and.org.au/pages/event-checklist.html) |  |
| **Risk management** - Have you considered risks and risk mitigation strategies? |  |
| **Risk management -** Have you compiled a risk register? |  |
| **Risk management -** Have you reported any risks to the Communications Team? |  |
| **Event, launch, campaign** | |
| Have you considered requirements for the running of event or campaign (e.g. volunteers, materials, venue requirements, logistics, etc)? |  |
| **Post event, launch, campaign** |  |
| Have you considered requirements for packing down or wrapping up the event, or campaign? |  |
| **Wrap Up and Reporting** | |
| Have you completed your project and financial reporting requirements? |  |
| Do you have any feedback for YWCA Australia about the event or campaign? |  |
| Can you provide YWCA Australia with photos or a reflection piece/blog? |  |
| Do you need to issue thank you letters? |  |