

# THE CHECKLIST

Use this checklist to make sure everything is on track for your Play Tennis Month events!

PLANNING	RESPONSIBILITY	TIMEFRAME	COMPLETED?
	Who is completing this task?	When will the task be completed?	Tick when completed
Discuss Play Tennis Month with your committee			
Decide what events you'll run in Play Tennis Month and beyond			
Register your events and activities for Play Tennis Month via the Tennis Victoria Website			
PROMOTION			
Discuss your Play Tennis Month with Members			
Connect with local community groups to showcase your events			
Promote the event on social media and your club's website			
RUNNING YOUR EVENT			
Create an event plan			
Organise people to be at your event and allocate tasks			
Organise catering and music			
Organise how you are going to collect participant details			
Be active on Social Media with photos from your events			
RETENTION			
Organise a follow up e-mail to be sent to participants and ask for their feedback			
Organise the next opportunity for participants			