

# Event Checklist

PURPOSE: To ensure all groups +/- organizations looking to hold a community harm reduction training event have everything they need in order for the session to be a success.

## Pre-Event Checklist

- Define objectives & desired outcomes for the event**
  - What do you want to achieve from this event?
- Define the audience & attendees**
  - Who is the event for?
  - Who will be invited?
- Contact a pharmacist or first responder to confirm their attendance to conduct the training and discuss whether making naloxone available to attendees is an option.**
  - An email template is provided in the community harm reduction training toolkit to contact a pharmacist or first responder
    - Naloxone nasal spray is available for free from pharmacists in ON and QC, and to clients of Non-insured Health Benefits, Veterans Affairs Canada and on some insurance plans.
    - Injectable naloxone is available for free across Canada.
- Confirm date, time, location of harm reduction training event**
- Confirm that venue has audio/visual equipment to show the naloxone video**
  - The video is an additional tool to support your training event
- Identify locations for event posters to be displayed**
  - This could be anywhere that your target attendees are likely to see the invitation
    - Such as: event location, community centres, harm reduction centres, social media, local pharmacy
- Contact local media to invite to attend the training session and provide coverage for their publication**
  - An email template is provided in the community harm reduction training toolkit
  - This will showcase great work being done in the community, and positive press for your initiative

# Event Checklist

## Event Day Checklist

- Venue set up**
  - Set up audio/visual equipment to show the naloxone video
  - Tables for placing take-away leaflets, take-away naloxone kits (if applicable)
  - Chairs for attendees
  - Water or refreshments
- Send reminder email to attendees**
  - You could post a reminder on your social media channels or email anyone who has registered interest to remind them of the event details
- Confirm with media if they are still attending**
  - Contact the journalist, publication or station to ask if they are still planning to attend the event
- Brief pharmacists or first responder**
  - How many people are you expecting to attend?
  - Are you expecting any media to attend? Is your pharmacist or first responder able to provide a quote or interview?

## Post-Event Checklist

- Follow-up with the pharmacist or first responder to**
  - Thank them for attending and conducting the event
  - Update them with any feedback you received from attendees
  - Inform them if there is an indication there will be an influx of visitors to their pharmacy for naloxone information
- If you're able, follow-up with attendees to**
  - Ensure they know where they can access naloxone in future
  - Ensure they know where they can access more information
- Follow-up with any media that attended**
  - Ensure they have all the information they require
  - Check if they have an anticipated publish date for their coverage
- Share coverage on your social channels**
  - To promote your event, strengthen relationship with the journalist and to provide information to anyone that did not attend the event