

EVENT PLAN.

Note: This Event Plan can be adopted to any sun safe event run at the school. The examples center on a Sun Safe Mufti Day but the advice is generic enough to apply to any sun safe event.

EVENT NAME

[Title of the event]

EVENT OVERVIEW

- Clearly define the event and the aim of the event.
- Describe the expected benefits for the stakeholders involved.
- Highlight the activities.
- Identify the cause.

Example

The Sun Safe Mufti Day is a fun-filled event aimed at building knowledge about sun safe clothing and other sun safe practices that protect against the harmful effects of UVR. It highlights the importance of protecting ourselves from the sun's harmful rays while also maintaining our individuality and style. There will be prizes and fun activities throughout the day, and all gold coin donations will go towards fundraising for a new built shade structure for the school!

EVENT ACTIVITIES

- Choose fun and engaging activities for the event that encourages participation.

Example

- Sun Smart Fashion Show:** During the day, we'll be hosting an electrifying Sun Smart Fashion Show. Students can strut their stuff on the catwalk, showing off their sun safe outfits and accessories. Embrace vibrant colours, wide-brimmed hats, UV-protective sunglasses, and don't forget the zinc and lather on the sunscreen!
- Fun Activities:** Prepare to be entertained with an array of fun-filled activities throughout the day. We'll have beach volleyball matches, water balloon toss, sandcastle building competitions, and more.

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PRIZES

- Highlight the prizes for participating in the event to encourage community involvement.

Example

We believe in recognising and rewarding your commitment to sun safety. Throughout the day, there will be prizes for the most dedicated students who exhibit outstanding sun safe practices. Show us your creativity, enthusiasm, and attention to detail, and you might just walk away with fantastic rewards!

LOGISTICS, ROLES, AND RESPONSIBILITIES

- Consider what logistics are involved and make a list.
- Assign responsibilities to team members for doing specific tasks.

Example

Sun Protection Measures: Since it's a sun safe event, logistics related to sun protection should be considered. This includes arranging shade structures such as marquees or tents, ensuring the availability of sunscreen for participants, and encouraging the use of hats, sunglasses, and other sun-protective clothing.

Permission and Consent: Obtain necessary permissions from school authorities, parents, and guardians for students' participation in the event. This might involve distributing consent forms or seeking online consent. Check in with your support teacher for current practices at the school.

Fundraising: If the event is intended to raise funds for a cause, plan logistics related to fundraising activities. This might include setting up donation collection points or promoting online donation platforms.

Volunteer Management: Assign roles and responsibilities to student volunteers who will help with event setup, registration, crowd management, and clean-up. Develop a schedule or roster to ensure smooth coordination.

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TIMELINE

- Set a date with a School Executive that works with the school calendar: [Specify Date]
- Set a timeline for communicating your event: [Specify Duration]

COMMUNICATIONS PLAN

- Create a Communications Plan to make sure everyone gets the right information. The plan should include the following:
 1. Objectives: What are the key messages you want to convey?
 2. Target Audience: List the specific target audience groups, such as students, teachers, and parents.
 3. Key Messages: Outline clear and concise messages that are aligned with the project's objectives.
 4. Communication Channels: List the best communication channels to reach each target audience.
 5. Timeline: Create a timeline indicating when and how often communication activities will occur.
 6. Responsibilities: Assign responsibilities to team members for doing specific tasks.

Example

1. **Objectives:** The key messages for the Mufti Day could be promoting the importance of wearing sunscreen, seeking shade, and wearing protective clothing.
2. **Target Audience:** The specific target audience groups could include students, teachers, and parents.
3. **Tie key messages into the day's theme:** "Sun Safe and Stylish": Highlight the importance of sun safety while showcasing how you can be fashionable and creative with your sun safe outfits. Encourage students to express their unique style while prioritising their skin's health.
4. **Communication Channels:**
 - Students:** School announcements and social media platforms.
 - Teachers:** Emails and staff meetings.
 - Parents:** Newsletters, class parent/carers' communications channel, and school websites.
5. **Timeline:** Communication activities could occur throughout the intended timeline, with consistent reminders and reinforcement.
6. **Responsibilities:** The project leader coordinates communication activities, teachers deliver classroom presentations, the social media manager creates and schedules posts, and the class Parents and Carers Association organises parent communications.