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Poem-a-thon Checklist

Setting up a Poem-a-thon isn't difficult, but there are some detailed things that it will help to make sure you've got covered. With a few committed people, you'll be able to spread the fun!

Venue

- Venue checked for disability access, license rules or minimum spend rules
- Venue booked and advised of start and finish times
- Agree point person to liaise with venue and ensure all materials collected

Fundraising

- Set up group or individual fundraising pages online, e.g. JustGiving
- Information/leaflets from charity fundraising partners ready at venue
- Raffle items and tickets collected and taken to venue (if relevant)
- Money float for selling raffle tickets, pamphlets/books or other fundraising efforts

Readings - Before

- All stewards and MCs appointed with agreed time slots
- Full poem-a-thon readers list distributed to MCs
- All short biographies of readers typed up and distributed to MCs

Readings – On the day

- Timer for monitoring readers if not using phone (with spare batteries if relevant)
- Introductions for invited readers with relevant MC
- Have fun!