

Hosting a World Ranger Day (WRD) Event – Checklist and Timeline

Hosting an event for the first time? We're here with you all the way. Follow our suggestions in this checklist and timeline or contact us at executiveofficer@internationalrangers.org for more information.

WHEN YOU GET YOUR WRD E-PACK	ON THE DAY OF YOUR EVENT
<input type="checkbox"/> Register your event for WRD online (if you haven't already done so) – https://thingreenline.org.au/fundraising/	<input type="checkbox"/> Prepare everything as much in advance as you can (even the smallest details can help. For example, if hosting a dinner, are your condiments full?).
<input type="checkbox"/> Read this e-pack thoroughly; there are lots of ideas and materials to help with running your event.	<input type="checkbox"/> Have an event day checklist to work through so you're not relying on memory.
<input type="checkbox"/> Check that the venue you have in mind is available for your WRD event.	<input type="checkbox"/> Do a final test of equipment before the event starts.
<input type="checkbox"/> Apply for and confirm you have permission for the use of the venue.	<input type="checkbox"/> Be prepared to enact your Plan B, or Plan C. Do it earlier than later!
<input type="checkbox"/> Create a guest list and send out hold-the-date emails.	<input type="checkbox"/> Schedule in some time to relax before the event starts (you're going to be busy, so it's important to find some down time so you can enjoy the event).
<input type="checkbox"/> Put all your event info on your own WRD Event fundraising webpage, and send link to invitees and friends, colleagues and family. (When you register you will automatically get a webpage linked to TGLF that allows you to add content about your special event.)	<input type="checkbox"/> Delegate tasks to volunteers and helpers as they arrive.
<input type="checkbox"/> Link your Facebook page, Twitter and Instagram accounts to your WRD event page to advertise the event.	<input type="checkbox"/> Brief volunteers, helpers and entertainers on the running order of activities so things run smoothly.
<input type="checkbox"/> Arrange a planning meeting with anyone who is going to help you run the event.	<input type="checkbox"/> Have TGLF promotional materials visible.
<input type="checkbox"/> Have a contingency plan or Plan B. For example, if outdoor event, what will you do if bad weather? Or if your main act comes down with the flu, are you prepared to sing?	<input type="checkbox"/> Have your tablet / laptop available for guests to donate on your WRD event page directly.
<input type="checkbox"/> Lock in dates with speakers, entertainers or musicians (if applicable).	<input type="checkbox"/> Thank your guests, explain the significance of World Ranger Day and that proceeds/donations will go to Rangers on the frontline protecting wildlife and to support the families of Rangers killed in the line of duty.
<input type="checkbox"/> If open to the public, decide how you are going to promote and advertise the event. Download TGLF promotional material (if needed).	<input type="checkbox"/> Ask your guests to take photos of themselves holding the World Ranger Day sign and post these photos on their socials with the provided hashtags and/or handles.

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<input type="checkbox"/> Engage any local media – are they interested in doing an article on your event for WRD?	<input type="checkbox"/> Take lots of photos of the event, post these images on your socials using the provided hashtags and/or handles, and send a copy to TGLF for posting on our socials too.
<input type="checkbox"/> Create a checklist of all equipment / supplies that you need to run your event. Pay special attention to anything that will make your event safe!	<input type="checkbox"/> Take a group photograph (if possible).
<input type="checkbox"/> Consider logistics of how people will get to your event. For example, is there enough parking on your street outside your house? Is there public transport at that time of night?	<input type="checkbox"/> At end of event, thank everyone for their support and remind them to check out our website www.thingreenline.org.au to learn more about Rangers and what they do to prevent wildlife crime.
<input type="checkbox"/> Get in contact with TGLF team if you have any questions or need more information.	<input type="checkbox"/> Count and verify (with a second person) any cash donations and ensure these are secured at the end of the event.
THE WEEK BEFORE YOUR EVENT	AFTER YOUR EVENT
<input type="checkbox"/> Send reminder emails to guests and contacts and follow up with those who haven't RSVPed.	<input type="checkbox"/> Send a follow-up email to all your helpers, volunteers and entertainers thanking them for their support to the event and to Rangers. Let them know how successful the event was, so they know they contributed to a good cause!
<input type="checkbox"/> Reconfirm entertainment, equipment hire, media (if applicable). Check the equipment you already have (e.g. a camera/smart phone with space to take awesome photos of your event to post to social media).	<input type="checkbox"/> Follow up any outstanding ticket sales, donations owing 😊.
<input type="checkbox"/> Increase your posts and exposure on social media. If your event is not at capacity, invite others who might be interested.	<input type="checkbox"/> If you have collected cash donations at your event, put it through your fundraising web-page so it shows up on your overall fundraising total.
<input type="checkbox"/> Check you have all the supplies and sundries for your event. For example, what's a film showing without popcorn!?	<input type="checkbox"/> Celebrate with family and friends by telling them how much you have raised and how much of a difference you have all made to the lives of Rangers.
<input type="checkbox"/> Decide how you will collect cash donations (if any on the day).	<input type="checkbox"/> Let your local media know how your event went, how much you raised, how many people attended and what the proceeds/donations will be used for.
<input type="checkbox"/> If you need more hands, then cajole, beg or bribe friends or family to help out on the night.	<input type="checkbox"/> Send us a brief report on your event: how it went, total raised, numbers of guests/attendees, any media coverage, photos and any other details you think are great to share so we can celebrate with you too.

From all the team at The Thin Green Line Foundation and the International Ranger Federation, a massive THANK YOU for registering to host an event for World Ranger Day. Your event will be a massive morale boost to Rangers across the world.