Suggested checklist for 'Catwalk Day'...

- [ ] Print out running-order schedules for all Catwalk4Power (C4P) members.
- [ ] Do 'behind-the-scenes' C4P members and ally volunteers know their roles and have the right information?
  - Meet and greet ushers
  - MCs
  - Stylists/dressers
  - Coat check person
  - Food and bar staff
  - Technical crew (lighting, sound).
- [ ] Do C4P strutters know their roles and have the right information:
  - Agenda
  - Safe place for their belongings
  - Costumes and changing area
  - Any props they might use
  - Speaker notes and mics
- [ ] Arrange venue furniture:
  - Catwalk stage/area
  - Seating for guests
  - Table space for the DJ
  - An information table of brochures, sign-up sheets, and zines
  - A comfortable area for wheelchair users and people with mobility issues
  - Are accessible bathrooms sign-posted?
- [ ] Will there be makeup artists and do they have a separate area to prepare women?
- [ ] Assign peer supporters to be freely available should people need support at the event.
- [ ] Are contingency plans in place for any particular areas?
- [ ] Has the designated photographer been briefed and are participants comfortable with arrangements.
- [ ] Have consent forms been printed and signed, for photos and video footage?
- [ ] Are external venue staff involved and do they need to be briefed?
- [ ] Are security staff required and are they briefed?
- [ ] Will food and drink tokens be given to C4P members and allies?
- [ ] Will food and beverages be sold? Print price lists and menus.
- [ ] Organise the coat check area with a rail and hangers, tickets, and a person to take charge.
- [ ] Is there a print-out of the registered list of attendees?
- [ ] Print out programmes for audience members.
- [ ] Is there a donations bucket available for audience members?
- [ ] Will journalists and media people be attending? Have they been briefed? Are press releases on hand?
- [ ] Will VIPs be attending? Do they require reserved seating?
- [ ] Will a C4P member be posting news of the event on social media?
- [ ] Is parking available for people making deliveries e.g. caterers, volunteers with props, etc.?
- [ ] Display 'Please No Photos' signs about the venue.
- [ ] Are people available to help with post-event clean up and venue closure?

