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
☐ Assign peer supporters to be freely available should people need support at the event.
☐ 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?
☐ Has the designated photographer been briefed and are participants comfortable with arrangements?
☐ Are contingency plans in place for any particular areas?
☐ 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.
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