**Event Postponement Checklist**

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| **Activity** | **✓** |
| **Communication** | |
| Communicate the postponement to everyone involved (could include participants, volunteers, spectators, sponsors, venue, suppliers, local council, Insurers) |  |
| Keep contact list up to date |  |
| Update communication channels such as social media |  |
| Update fundraising page with relevant information |  |
| **Venue & Suppliers** | |
| Check contract |  |
| Contact venue - discuss postponement & book another date if possible |  |
| Review your event insurance policies to make sure you have postponement cover |  |
| **Donations** | |
| If your event is cancelled you may need to consider refunding donations if you’re unable to reschedule but hopefully the event can be rescheduled and ticket/entry fee can be rolled over to the new date |  |
| If people are unable to make the new date, would they be happy for their entry fee to be a donation to CLIC Sargent instead? |  |
| If someone has donated/sponsored you, they may request a refund however most people will still see this as a charitable donation – perhaps the event can be completed virtually instead! If anyone does request a refund, please speak to your Fundraising Engagement Manager. |  |