



SLIP



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# SunSmart Event Checklist

Use the checklist below to plan a SunSmart outdoor event and help staff, volunteers and participants to stay sun safe on the day.

## Before the day:

- If possible, organise key components of the day to occur outside of peak UV times.
- Encourage all attendees to use at least three of the five forms of sun protection on the day via pre-event communications.
- Check your sunscreen supply (including expiry dates) and top-up if you need to.
- Assess the site and ensure there is somewhere for attendees to take a rest in the shade. Arrange portable shade if necessary.
- If providing clothing to staff and volunteers, ensure it meets sun safe guidelines.

## On the day:

- Check the UV via the SunSmart app and let attendees know the day's sun protection times. Make sun protection reminder announcements throughout the day.
- Encourage staff and volunteers to role model SunSmart practices.
- Have sunscreen available via stands and/or somewhere easily accessible
- Ensure there are shaded areas for participants to access during the day
- If possible, have spare hats available for volunteers who don't have one.