# Summer Checklist

Below you'll find a list checklist of activities to complete over the summer, alongside a list of items to include on your webpage:

## Union Website

- ☐ Logo & photos
  'https://www.wix.com/logo/maker' is a great starting point when creating a logo
- ☐ Club/Society name and contact email
- ☐ Who you are…
- ☐ What you do…
- ☐ Where and when you meet (regular and one-off)
- ☐ Committee roles (if wanted include photo, contact details and general info e.g. course)
- ☐ Links to:
  - ☐ Social media
  - ☐ National Governing Body rules/guidelines (if applicable)
  - ☐ Core Documents
    - ☐ Constitution
    - ☐ Code of conduct
    - ☐ Risk assessment
    - ☐ Equipment list
- ☐ Inclusivity Statement
  Something on the lines of what Animal and Vet have included on their page:

  *"The Animal and Veterinary Society is dedicated to the inclusion and acceptance of all members regardless of age, race, ethnicity, ability, culture or nationality, sexual orientation, gender identity and expression, religious affiliation, socioeconomic status and marital status."*

> Use the union's events feature to have your event displayed on the website!

> **Tip:** This will possibly be the first impression students have of your club/society, use proactive language, and remember a picture is worth a thousand words.

## Social Media

- ☐ Logo
- ☐ Cover photo
- ☐ Description
- ☐ Link to your Union webpage
- ☐ Link to other social media

> **Tip:** In addition to the previous tip continue to communicate with your members throughout summer, and start scheduling key posts now while you have the time.

## Fresher's Fair

- ☐ Create a stall rota
- ☐ Plan your stall design
- ☐ Create your promotional material…
  - o Flyers, posters, handouts, etc.
  - o Ensure everything is bilingual *(if you need translations get in touch)*
  - o Use websites such as 'https://www.canva.com/' to assist you!

## Events/Activities

- ☐ Start planning your regular activities
- ☐ Start planning your extra events

> **Tip:** Be proactive, book things before they go and start planning while you have time. We are here to help so do get in touch!

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