



# Hampshire and Isle of Wight Air Ambulance Wall Planner

<b>week 1</b>	1 Read our booklet full of tips and useful advice.	2	3 Customise and print out our Target Poster.	4 Write down your activity ideas.	5	6	7 Select an idea.
<b>week 2</b>	8 Venue hunt! Ideally book it for free.	9 Write your press release.	10	11 Check the regulations for your event.	12	13 Set a date and time.	14 Get posters and flyers printed.
<b>week 3</b>	15	16	17 Create an event or page on Facebook.	18	19 Look for sponsors.	20 Tweet!	21
<b>week 4</b>	22	23 Post about your event and your progress on Facebook.	24	25 Post about your event on Facebook	26	27	28
<b>week 5</b>	29 Set up a JustGiving page and share it on Social Media.	30	31	32	33 Tweet!	34	35
<b>week 6</b>	36 Leave your posters in shop windows.	37	38	39	40	41 Make sure all of your friends know.	42 Ask your friends to spread the word too.
<b>week 7</b>	43	44 Order any materials you may need for the day.	45	46	47	48	49
<b>week 8</b>	50 Announce 'countdown' on Social Media.	51	52 Give away more flyers.	53	54	55	56 <b>Host your event!</b>