

## Checklist 1: Before your WAC

- This year WAC will be taking place on 17 October 2024. However, we understand that some countries might prefer to hold their WAC on a different date within October due to religious and national holidays, or other local considerations. To ensure maximum participation and convenience for all, we encourage club leaders to organise their events as close to Thursday 17 October as possible.
- Consider how the purpose of the event and information you have about the audience feeds into the format, what will be most appreciated by the community (social event, networking, drinks reception, speaker session, sit-down dinner, family picnic, workshop, etc.)?
- Recruit committee members or volunteers to help organise your event.
- Secure a venue in a convenient location – look within your network for in-kind opportunities to access venues free of charge.

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- Let us know the date and details of your event by completing [this short form](#)
- Upon receipt, the Alumni Engagement Team will generate an Eventbrite booking page specifically for your event, granting you the ability to modify event details, monitor bookings, and oversee attendee management on the day of the event. Please check the last page of the Organisers Handbook for Eventbrite guides. We will feature your event on the [LBS Alumni Events](#) page, to enhance visibility and participation.
- If required, request additional financial support to help with venue hire costs on this [Annual Event Planner & Funding Request form](#). Ticket prices or 'pay your own way' should be used to supplement your event costs.
- Utilise the data offered by LBS about the alumni in your region to support your club's growth. Pending a signed [GDPR form](#), we can provide a list of contact details of alumni in your area.