

# BE BRAVE AND SHAVE!

Use this list to check you've thought of everything – then ENJOY!

- Event location?
- Day and time?
- Room or space booked?
- Electricity available for clippers?
- Decided on colouring theme – team colours?
- Posters are up?
- Sent invite from the boss?
- Challenged other teams?
- Set up a Profile Page for the team at [worldsgreatestshave.com](http://worldsgreatestshave.com)?
- Kept track of who has receipt books?
- Sent email, SMS or memo regarding who the participants are, and how to sponsor them?
- Does every shaver have enough receipt books?
- Asked company to dollar match employees fundraising or make a company donation?
- Asked suppliers, members and customers for donations?
- Have we promoted our involvement in any newsletters or memos?
- Could we raise enough to get into the state or national Top 30?
- Are there enough helpers and hairdressers?
- Helpers for setting up, guiding participants?
- Master of Ceremonies?
- Someone to make official speech?
- Clippers, disinfectant for clippers, extension cables?
- Colour spray, disposable gloves?
- Brooms, garbage bags, mirrors, chairs?
- Someone with a camera to take 'before' and 'after' photos?
- Providing food or drink?
- Shall we have other ways to boost funds on the day? (Raffle with donated prizes – collecting tins for spectators – auction off the right to shave the boss' hair)

