



# AIMA Lifesavers Event Hosting Checklist

Your guide to running an AIMA Lifesavers event at your local masjid.

The goal of the lifesavers event is raising CPR awareness, recovery positioning and choking management among our communities the skills required to save a life.

Stages:

Pre-Event Planning      Marketing      Event Setup  
During the Event      Post-Event Activities

## Pre-event Planning

### 1. Assemble a Team

- ☐ Form a planning committee responsible for organising and executing the event
- ☐ Send callouts for volunteers using the [template here](#)

### 2. Choose a Date & Time

- ☐ Select a date and time that is convenient for the community, avoiding conflicts with prayer times and other mosque activities.

**TIP** Best time is between Maghreb & Isha, or between Dhuhr & Asr to attract those who have just prayed.

### 3. Secure the Venue

- ☐ Scout a mosque with a suitable space large enough to accommodate participants and equipment.
- ☐ Send the mosque a formal invitation letter using the [template here](#)
- ☐ Finalise details with mosque such as flyer display, catering options etc

### 4. Partner with CPR Training Organisations

- ☐ Collaborate with organisations such as the Red Cross, St. John's ambulance, Victoria Ambulance or local health departments to provide certified instructors and materials.

### 5. Arrange Equipment and Supplies

- ☐ Ensure availability of manikins, AED trainers, gloves, cleaning supplies, and any other necessary training materials.

### 6. Develop a Budget

- ☐ Estimate costs for equipment, marketing, and refreshments
- ☐ Seek sponsorship or donations if needed

## Marketing

### 7. Create the Flyer

- ☐ Create a flyer for your event by editing [template 1](#) (no catering) or [template 2](#) (with catering and activities for children)

**TIP** Watch this video to learn how to edit the template or ask Rubinah (Whatsapp 0405 709 932) to create the flyer

### 8. Promote the Event

 Share the flyer and information in multiple areas.

- ☐ Mosque Announcements
- ☐ Friday Khutba
- ☐ Social Media
- ☐ Flyers at events
- ☐ Local WhatsApp Groups
- ☐ Friends & Family
- ☐ Community Bulletins

## Event Setup

### 9. Prepare Materials

**TIP** Print at officeworks.

- ☐ Print blank certificates (request State certificates from admin@aima.org.au)
- ☐ Print handouts
- ☐ Print Feedback form QR Codes [from here](#)
- ☐ Request the AIMA upright banners from your State Secretary to display at the event. If unavailable, arrange to print them locally and include the cost in your event budget.

### 10. Prepare the Venue

- ☐ Setup Registration Tables
- ☐ Arrange Seating
- ☐ Setup training stations
- ☐ Ensure Audio/Visual equipment is functional (if needed)
- ☐ Test all training equipment (manikins, AED trainers) to ensure they are in working order
- ☐ Setup certificate desk area for participants to receive their certificates

**TIP** Ensure there is space for participants to line up to receive certificates

- ☐ Display Feedback form QR Code in prominent areas to encourage feedback

**TIP** Have a volunteer at the exit with the QR Code to encourage those leaving to complete the form.

## During the Event

### 11. Event Program

- ☐ Welcome & Introduction: Greet participants, introduce instructors, and outline the schedule and objectives of the event.
- ☐ Conduct Training: Follow the CPR training curriculum, ensuring participants have hands-on practice with manikins and AED trainers.
- ☐ Schedule short breaks to keep participants engaged and refreshed
- ☐ Allow a Q&A time for participants to ask questions and clarify doubts

### 12. Photography & Videography

- ☐ Have a dedicated volunteer to take photos

**TIP** Capture a variety of photos throughout the event, including action shots during CPR and AED training, speakers or facilitators during presentations, and group photos of volunteers with trainers and mosque representatives.

- ☐ Have a dedicated volunteer to take videos and interview willing participants.

**TIP** Prepare interview questions in advance

## Post-Event Activities

### 13. Wrapping up the event

- ☐ Issue completion certificates to participants who have successfully finished the training
- ☐ Issue certificates to volunteers who have trained and helped during the program.
- ☐ Ask participants to scan QR code and fill out feedback form to gather insights for future improvements.
- ☐ Ensure all equipment is cleaned and stored properly. Leave the venue tidy

### 14. Follow-up after the event

- ☐ Send thank-you emails to mosque representatives, external instructors and volunteers. Share any relevant follow-up resources or information.
- ☐ Conduct a debrief with the planning committee to discuss what went well and what could be improved for future events.