

Running a SunSmart Event



Before the event

- **Schedule** events to avoid as much of, if not all of the period between 11am and 4pm during daylight saving time when the ultraviolet radiation is most fierce.
- **Assess site** in advance and ensure the best SunSmart options are taken to utilise existing shade.
- Organise **shade structures** for your event - marquees, tents and umbrellas and encourage people to bring their own shade structures.
- Place **pre-event SunSmart messages** in your packs, programmes, invitations, flyers, tickets, posters and signage. Provide a SunSmart checklist that reminds people to **bring**:
 1. **Hats** with wide brims or bucket styles hats.
 2. **SunSmart clothing** such as shirts with collars and long sleeves.
 3. SPF30+ broad-spectrum **sunscreen**.
 4. **Personal shade** if appropriate.
- Choose sun-protective **staff apparel**.
- Where **merchandise** will be available for purchase, include sale of hats or sunscreen.

During the event

- Give **SunSmart reminders** over the public address system.
- If possible, provide a **shade oasis** where shade, sunscreen, seating and water are available.
- Encourage staff to be **SunSmart role models** and rotate duties between shaded and non-shaded areas.
- **Display signage and reminders** to be SunSmart - and never get sunburnt.