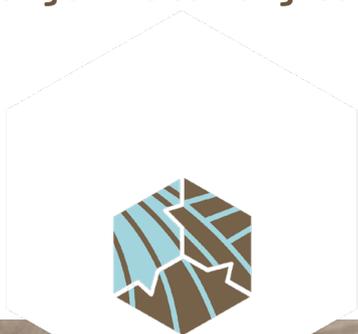


# AGRIDEMO



## Building an interactive Agridemo-Hub Community



# F2F

AgriDemo-F2F has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 728061.



**AGRIDEMO**  
FARMER TO FARMER

***A detailed checklist for organisers of demonstration events.***

**Author: John Casey**, Forestry Development Officer,  
(Teagasc).

\* This Practice Abstract reflects only the author's view and the Research Executive Agency (REA) is not responsible for any use that may be made of the information it contains.

# A detailed checklist for organisers of demonstration events

When organising forestry events in Ireland, a detailed checklist is employed to gather event information and act as a prompt for actions prior, during and post event. The checklist is stored in the Teagasc (Irish Agriculture and Food Development Authority) Forestry Development Department's designated shared folder.



[This checklist](#), which is part of the Knowledge Transfer Service, has some advantages. For example, it allows the organiser to document actions and retain information relevant to the efficient running of an event and also allows Teagasc to save event details, in the case of personnel changes and unforeseen circumstances. Furthermore retaining event information as a succession strategy can be beneficial.

Regarding the Knowledge Service there're also some potential advantages:

- There is an agreement within enterprises to maintain a shared folder, containing specific checklists. Also each enterprise can establish a shared event folder on shared drive. Access to the checklist should be on an agreed basis
- The checklist template can be modified and tailored to specific enterprises. Also the completion of a checklist needs to be standardized and normalized throughout the organization, in tandem with a Hazard Identification Risk Assessment (HIRA) & safety plans. Arising from the checklist, personnel can be identified to complete tasks
- Retaining checklists can enable enterprises to build their event organization abilities, increase efficiencies and retain relevant information

The event checklist tool was a successful submission to the Teagasc Open Innovation Programme in 2015. Programme submissions aim to promote innovation and staff involvement within the organisation at all levels.



For more information, please visit: [agridemo-h2020.eu](http://agridemo-h2020.eu)