**EVENT CHECKLIST**

**The following checklist has been put together as a guide to assist you in coordinating and managing your event**

|  |  |
| --- | --- |
| Name of Event: |  |
| Date**:**  |  |
| Type of event: (conference, seminar, dinner etc.) |  |
| Times: |  |
| Venue: |  |
| Capacity:  |  |
| Number of attendees: |  |
| Target audience: (students/staff/internal/external?) |  |
| Event Lead: |  |
| VIPs/Speakers: |  |
| Budget: |  |
| Risk Assessment Form completed & signed off: (Please ensure authorisation is held **before** any commitments are made) |  |
| Packages and costs: (if applicable) |  |
| **EVENT REQUIREMENTS** | ✓= Done | **Details** |
| **MARKETING** |  |  |
|  |  |  |
| Event Logo/Graphics |  |  |
| Staff Calendar Invitation |  |  |
| Delegate Calendar Invitation and reminders |  |  |
| Promo material (e.g. banners, leaflets) |  |  |
| Social Media Posts (inc # if applicable) |  |  |
| Website Updates |  |  |
| Photos (media release forms may be required) |  |  |
| Delegate packs |  |  |
| Event Programme (Digital / Print) |  |  |
| Feedback Survey |  |  |
|  |  |  |
| **FOR SPEAKERS** |  |  |
| Presentations being used? (Send in advance for compatibility check) |  |  |
| Drinking water available during event |  |  |
| Checks / Security needs / etc.  |  |  |
| Travel, Parking & Accommodation |  |  |
|  |  |  |
| **FOR DELEGATES** |  |  |
| Name badges |  |  |
| Transport/Parking |  |  |
| Accommodation |  |  |
| Joining info (i.e maps, wifi, dietary needs etc) |  |  |
|  |  |  |
| **VENUE** |  |  |
| Room booking  |  |  |
| AV Equipment (microphones / Skype / Recording etc.)  |  |  |
| Set up arrangements  |  |  |
| Parking  |  |  |
| Reception desk (and staff to run it) |  |  |
| Signage |  |  |
| Room layout (requested in advance) |  |  |
| Catering: (numbers, dietary requirements, times)  |  |  |

**Additional Info**

**Catering Requirements:**

Catering should be booked at least 2 weeks before an event.

**AV equipment:**

Additional Av requirements should be discussed in the early planning stages

**Parking:**

Parking is often limited and so any requirements should be discussed in the planning stages

**Room Set Up:**

Room set up requirements need to be discussed in the planning stages of each event to ensure that support can be provided

**Security:**

Security services can be arranged in advance and this needs to be discussed in the planning stages of your event. Security will also need to be informed if an event is out of hours so that access can be allowed

**Risk Assessment:**

All events are required to be risk assessed and approved before they are approved

**Clearing up after an event:**

You as the event organiser are responsible for clearing up after your event. If additional time is required after your event for clear up please discuss this with your Event Support Officer.