**Organising an event checklist**

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| **Event name:****Event date:** |
| **Size of event** | [ ]  Small casual (0-30 people)[ ]  Medium (31-250 people) [ ]  Large (250-1000 people) |
| **Project partners and stakeholders - who are the key players?** |  |
| Things to consider in your planning |
| *Venue*Where is the event going to be? | Have you considered…[ ]  Number of people that will attend[ ]  Number of people the venue can hold[ ]  Venue availability [ ]  Disabled access [ ]  Car parking[ ]  Street closures [ ]  Rubbish/clean up[ ]  Shade / shelter[ ]  Hire cost[ ]  Equipment – what is supplied?[ ]  Infrastructure – kitchen, furniture, heating, cooling[ ]  Toilets[ ]  [ ]   |
| *Catering*Are you providing food and drink?  | Have you considered…[ ]  Venue facilities/equipment [ ]  Pick up/delivery or cater on site[ ]  Dietary requirements[ ]  Licenses – are the caterers registered? Have a liquor license?[ ]  [ ]   |

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| *Invitations*Send invitations when the date and venue are confirmed (although a ‘save the date’ email to key individuals might be useful to ensure availability). | Have you considered…[ ]  Is it an ‘invite only’ event or open to everyone?[ ]  How will you invite - post, email, other[ ]  If you are going to invite[ ]  Create invitation and include details – date, time, place, RSVP[ ]  Ensure enough lead time for invite and RSVP – suggest 4 weeks[ ]  Create RSVP spreadsheet if required[ ]  [ ]   |
| *Communications*Who do you need to communicate with and what do you need to tell them? | Have you considered…[ ]  If you are going to publicise[ ]  Create materials – adverts, flyers/posters, online content, radio[ ]  Book adverts or promotion spots[ ]  Do you need a running sheet or order of program?[ ]  Do you need a spokesperson for your event?[ ]  [ ]   |
| *Equipment*Is there other equipment that you need to book or hire? | [ ]  Portable PA system [ ]  Data Projector/Laptop [ ]  Portable projector screen [ ]  Camera [ ]  Urn[ ]  Folding tables [ ]  Lectern[ ]  Tea and coffee supplies[ ]  Cutlery and crockery[ ]  [ ]   |
| *Budget*Have you included everything you need in your budget? | [ ]  Venue[ ]  Catering [ ]  Equipment hire[ ]  Advertising[ ]  Invitations[ ]  Performers / presenters[ ]  [ ]  [ ]  [ ]   |