**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 |