

Event Checklist

This checklist can be used as a general guide and general reminder. There may be some processes that are not on their due to the type of event you are organising. Please only use this as a guide and let us know if there is any way we can improve it.

We hope you have a great event.

- Decide on the event
- Get inspiration (Pinterest is great) and choose a theme
- Select a committee (if necessary)
- Build a budget (see Budget template)
- Get quotes from the necessary suppliers – i.e. music, venue, décor etc.
- Enquire into sponsorship for the event (again if necessary)
- Pin point a time and date
- Write up contracts (see Contract template)
- Book suppliers needed adapting and sending the contract
- Decide on the location (and have a backup as well)
- Create a logo/picture
- Investigate if you need any special permits and insurance (and then book if needs be)
- Create a social media page – Facebook, Twitter, Instagram
- Invite attendees (you can use social media, word of mouth and email)
- Develop press release (if necessary)
- Ensure you have a photographer or a colleague/friend/family to take photos
- Organise the food if you have arranged to provide some
- Market the event - advertisement in the newspaper, posters on community boards etc.
- Confirm staff/volunteers
- Draw up a floor plan/ diagram of the room (if needed)
- Review timeline – adapt and communicate accordingly
- Confirm transportation and parking details
- Construct a delegate pack (if needed), with event details, parking, transportation, food etc.
- Establish a petty cash
- Pin point what person will be taking on what role
- Create signs for the event
- Prepare any materials, supplies for the event

On the day of the event –

- Ensure you have everything you need to take with you
- Arrive early
- Unpack and set up as necessary
- Check that everything is working and all employees and volunteers are happy with their positions.