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| **Foundation** | |
|  | Establish your goals and objectives |
|  | Develop and event masterplan |
|  | PAX (number of people expected to attend) |
|  | Event location |
|  | Event budget |
|  | Event name |
|  | Target audience |
|  | Decide on the core team |
|  | Type of event |
|  | Speaker options |
|  | Book events space and breakout areas (lecture room, catering space, outdoor space) |
|  | Book a speaker |
|  | Decide on catering for the event |
|  | Create a TEAMs group inviting the core team |
|  | Complete event notification form and risk assessment and submit them (this must be done at least 28 days before the event) |
| **Branding and Theme** | |
|  | Brief CPS on event design requirements |
|  | Event logo |
|  | Make a collateral list for the event |
|  | Send the product code to CPS |
|  | Send Q code to CPS for any printing |
|  | Create a collateral print list for CPS |
|  | Identify locations to promote the event |
|  | Agree on collateral/design delivery/collection date with CPS |
|  | Decide on the specific design formats for branding |
|  | Build an event promotion plan |
| **Invitation** | |
|  | Decide on type of invitation (online or personnel invite |
|  | Make an invite list |
|  | Set up registration link |
|  | Decide the content on the invite |
|  | Create the invite |
|  | Pick the date to send the invite |
|  | Pick a date to send reminder emails for the invite |
|  | Create system to manage RSVPs and attendance |
|  | Send confirmation emails with programme details to invitees post registration |
|  | Book a photographer and videographer |
|  | Create and print the name badges |
| **Team and Project Management** | |
|  | Identify your team and their roles |
|  | Allocate roles and responsibilities to your team |
|  | Create internal task list and deadline documents |
|  | Build out processes, including communication, reporting and meeting |
| **Venue** | |
|  | Create layout and room allocation for the event |
|  | Discuss specific instructions for guests with accessibility issues |
|  | Keep the venue informed of anyone attending with special needs. |
|  | Confirm the key points of contact for planning process and the day of the event |
|  | Test WiFi bandwidth |
|  | Identify fire exists |
|  | Confirm final numbers with the venue |
| **Food and Beverages** | |
|  | Consider and confirm the event’s food and beverage needs. |
|  | Agree on catering timings and services. |
|  | Confirm final catering numbers and dietary requirements. |
|  | Finalize arrangements for staff and VIP catering? |
| **Event Technology and Production** | |
|  | Book and brief the AV team on the event requirements and date for the event |
|  | Send presentations, videos and visuals to AV team prior to event |
|  | Create a tech requirement list |
|  | Book a date with AV team for dry run |
|  | Raise WRENs for AV requirements |
|  | Create a contingency plan for technical issues |
| **Speaker and Entertainment** | |
|  | Provide speakers with details and guidelines on the specifics of their session |
|  | Gather headshots and bios to include on the app or website |
|  | Book travel and accommodation as required |
|  | Outline arrival and departure time |
|  | Confirm event dry run date and time |
|  | Send the brief and programme to speaker |
|  | Confirm point of contact |
|  | Confirm arrival point on event day |
|  | Send campus map |
|  | Arrange for green room area, if required |
|  | Send speaker policy and code of conduct documents |
|  | Send Power point template to speaker |
| **Vendor/Supporting Staff/Parking** | |
|  | Identify if there is requirement for  external vendor (marquee, food market, electricians, floweriest and etc) |
|  | Inform security team if appropriate (Use WREN number) |
|  | Inform cleaners (Use WREN number) |
|  | Inform porters, if required items to be moved (Use WREN number) |
|  | Reserve car park spaces, if require |
|  | Request for PAT test certificate prior to the event date |
|  | Provide training for staff, if required |
| **Health and Safety** | |
|  | Allocate an event safety controller (usually the event lead) |
|  | Decide who will provide first aid cover? |
|  | Check risk assessments, method statements, and insurance documents from vendors, performers and etc |
|  | Identify any specific risks |
|  | Identify contingency plans |
| **Event Program** | |
|  | Create skeleton running order & share with your team (template available from events) |
|  | Send a detailed briefing document to all staff involved |
|  | Think about ways to maximize learning and goals |
|  | Ensure there are enough breaks and downtime throughout the event |
|  | Consider delivery, engagement, and room layout |
|  | Consider how effectiveness and outcomes will be measured |
| **Final Pre- event checklist** | |
|  | Send out final attendee information |
|  | Create porters list and confirm with porters with date and time of collateral/items collection and drop offs |
|  | Pack stationary |
|  | First aid kit |
|  | Share and print copies of any important documents that you will need to reference. |
|  | Create a master running order and variations of this such as specific supplier, staff, and Chair notes, including load in and load out. |
|  | Provide final staff briefings and instructions |
|  | Collate goodie bags, delegate folders, handouts, and giveaways as appropriate |
|  | Prepare badges/place cards/table numbers |
|  | Load/arrange transportation of all event items and equipment |
|  | Ensure you have all possible cell phone numbers and contacts listed on your master contact sheet and that everyone that might need it has copies. Enter them into your phone if possible |
|  | Notify the venue/catering ASAP of any changes |
|  | Arrange a time to meet the events team in the Miller building so you can prepare your A-frame signage (usually the day before the event) then let security know it is ready in the Miller foyer for collection |
|  | Decide what does on the registration table (stationary, flyers, name badges and etc |
|  | Finalise on the staff list |
| **Event Day** | |
|  | Check the event day set up Event Day Setup (security, AV, porters *room layout*, prior cleaning , room dressing) |
|  | Brief helpers on tasks/timings/contacts |
|  | If there are any hold-ups/absences in terms of staff re-allocate responsibilities as necessary |
|  | Put out any internal signage incl. photo & video recording warnings |
|  | Do final tests and checks, including run-throughs with facilitators and presenters who will be using it |
|  | Introduce performers and speakers to the stage manager and AV team |
|  | Check-in with all suppliers to make sure they are ready on time and there are no issues to report |
|  | If last-minute items are required from the venue or purchased off-site, who will authorize this and how will it be paid for |
|  | Check sound, lighting, presentations, video, cues, and technology during the rehearsal/ briefing |
|  | Agree on specifics such as cues, signals, who will collect from the green room, and so forth |
|  | Check toilets are clean, fully operable, and stocked with soap, toilet rolls, and hand towels |
|  | Test the WiFi login process |
|  | Conduct a final walkthrough to ensure everything is in place and looks as it should |
|  | Test barcode scanners/tablets used for check-in |
|  | Brief all registration staff. Ensure they know where pre-registered attendees, VIPs, guests should be directed to |
|  | Triple check all branded elements. You don’t want branded items to be crooked or show wrinkles on all the pictures |
|  | Preload slides/holding slide with H&S brief |
| **Event Closure** | |
|  | Supervise pack down; cleaners; security etc |
|  | After the event, package, label, transport, and store-branded items that can be reused |
|  | Return items & return room to original layout |
|  | At the end of the event, get copies of final presentations (there may have been changes made on-site), data from event tech, etc |
|  | If they are leaving any items for collection the next day, ensure they label it correctly and store it in the right place, ready for future collection |
|  | Be sure to thank speakers and performers and to share any follow-up information, such as session feedback and images |
| **Event Follow Up** | |
|  | Guest thank you notes & survey sent |
|  | Ask staff to record their observations, good and bad, and any suggestions for ways to do things differently at future events |
|  | Set a date for an event to debrief the meeting |
|  | Check final invoices from vendors as received against budget projections |
|  | Report back on learnings and improvements you noted for future improvements with vendors |
|  | Thank you and gather feedback from all suppliers. Any learnings for future events? |
|  | Were the event objectives achieved? |
|  | Set up a debrief meeting with the venue |
|  | Follow up info/social/press/video/photo |