**Event Planning Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Roles** |  |  |  |  |
| Administration lead |   |
| Lead academic |   |
| Event support - who is supporting the event? |   |
| How many people are required at the event itself? |   |
|   |   |   |   |   |
| **To agree** |   |   |   |   |
| Event title |   |
| Event aims and objectives | * *Objective 1*
* *Objective 2*
* *Objective 3*

  |
| Budget (total and source) |   |
| Cost code / Budget name |  |
| Frequency of event progress meetings |   |
|   |   |   |   |   |
|  | **Responsible** | **When Required** | **What required** | **Complete** |
| **Tasks**  |   |   |   |   |
| Date and time of event |   |   |   |   |
| Draft programme |   |   |   |   |
| Venue |   |   |   |   |
| Guest list - who is putting this together and who is contributing? |   |   |   |   |
| Risk assessment – have  |  |  |  |  |
|   |   |   |   |   |
| **Invites / marketing material** |   |   |   |   |
| Who is drafting text for invitations / web / etc. |   |   | *What format will the invitations take?* |   |
| Who is approving? |   |   |   |   |
| Who is monitoring RSVPs? |   |   |  |   |
| Invitation/marketing material deadlines: | *Draft text deadline* | *Production deadline* | *RSVP deadline* |   |
|   |  |  |  |   |
| **Resources** |   |   |   |   |
| Booking catering (what is being booked?) |   |   |   |   |
| Transport/parking |   |   |   |   |
| Accommodation  |   |   |   |   |
| AV support |   |   |   |   |
| Additional staff: out of hours porters, catering staff, event team at event |   |   |   |   |
| Briefing requirements - who to put together internal and external briefs? |   |   |   |   |
| Pre-event check list |   |   |   |   |
|   |   |   |   |   |
| **Post event** |   |   |   |   |
| Send feedback forms |   |   |   |   |
| Conduct debrief |   |   |   |   |
|   |  |  |  |   |
| **Additional Notes** |   |   |   |   |
|   |   |   |   |   |