**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** |  |  |  |  |
|  |  |  |  |  |