

Event Planning Checklist (1)

Use this handy checklist to assist you in planning a successful event...

If you need some help just give us a call - we can support, advise and help with the majority of tasks leading up to your event!

First things first...

- Determine the goals and objectives of the event
- Decide who should attend
- Outline an agenda and timeline for the event
- Set and confirm approximate date
- Decide on budget for event
- Contact Events Companies for initial ideas & venue options

Next...

- Make first announcement of meeting/event
- Distribute flyers/brochures/invitations
- Select an Event Co-ordinator internal or external
- Select an Events Company to provide team event
- Select evening entertainment
- Select venue and catering
- Select audio-visual equipment provider
- Select a transportation company if required
- Finalise agenda and timelines



Event Planning Checklist (2)

Just before the event...

- Prepare attendee list
- Prepare list of complementary and prepaid reservations
- Prepare list of equipment & supplies to be taken to the event
- Prepare badges or name tags
- Prepare all identifying signage for the event
- Re-confirm with event staff the agenda
- Re-confirm final details with suppliers



At the time of the event...

- Complete registration set-up
- Set-up identifying signage or posters
- Final check on arrangements, facilities & special equipment
- Set-up exhibits or displays
- Set place cards/table plans
- Distribute evaluation forms



After the event...

- Return borrowed or rented equipment
- Follow-up on any media coverage
- Send out thank you letters & pay outstanding bills
- Summarise evaluation forms and record key findings

