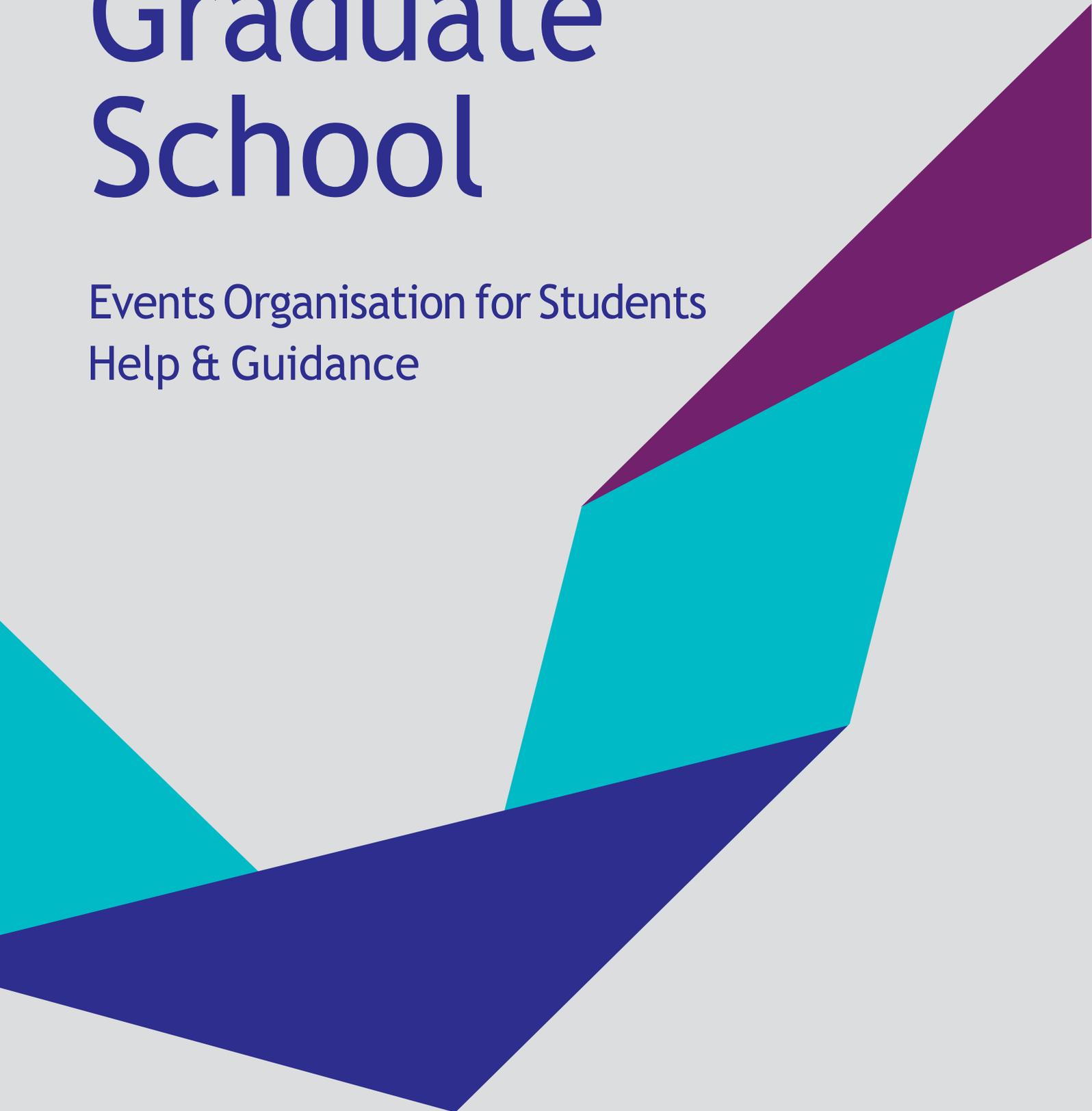


**Imperial College  
London**

# Graduate School

Events Organisation for Students  
Help & Guidance



# Events Organisation for Students - Help & Guidance

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# Event Organisation for Students – Help & Guidance

## Introduction & Getting Started

The varied and different events which take place across College are a part of its rich cultural life and add to the unique sense of community that we have here at Imperial. However, organising an event on campus can be complicated and sometimes, daunting. This help sheet is designed to give you hints and tips about organising your event. Included on page X is a checklist and a list of useful contacts to help you on your way.

The sort of events we are mainly concerned with here are internal, organised by students, where the target audience is mainly (but not exclusively), internal. A few examples of these types of events are as follows,

- Guest lectures
- Science festivals/fairs
- Project launches
- Networking and social events
- Cohort Building/Research Community Funded Events
- Research Seminars/Exhibitions/Symposiums
- Any event that will attract attention as well as an audience

The information included here, should be applicable to most of the events above, although if you are unsure and require further information, please do not hesitate to contact us at the [Graduate School](#). Any suggestions you may have for additions or amendments to these pages are also welcome.

However big or small your event is going to be, planning it will follow the same general pattern – and include some common pitfalls!

## 1. Steering Group: Plan out the work and delegate!

Assemble a steering group of the key people who will make the event happen.

Any event takes a concerted team effort in order to handle all of the details. However, it is always worth identifying one key **Event Manager** or **Named Organiser** to oversee the event as a whole. You may also identify the need for subcommittees to take care of specific aspects of the organisation, such as recruiting speakers, publicity, venue management (e.g. liaising with events staff about catering, AV etc.), and financial management.

Some larger scale events can be too much work for two or three people. Try to get more people involved by:

- advertising planning meetings widely
- thinking about the timing and location of your planning meetings, and asking potential volunteers what suits them best
- producing early publicity for the event which also serves as an appeal for volunteers
- putting together a list of jobs that can easily be handed over to new volunteers, even if they are unable to come to meetings

Draw up a detailed project plan and timeline with clear deadlines, working backwards from the date of the event and including any post-event guest follow-up activity that will be needed. As part of the

plan, allocate responsibilities for the key tasks and make sure that everyone involved is clear about what they must achieve, and by when.

It is also important to communicate effectively with each other as a group. Reporting regularly to the other people organising the event and to the group as a whole group can help the prevention of costly mistakes. Identify how often you are going to meet, how tasks will be allocated and how completion of tasks is to be recorded.

## 2. Make sure your objectives are clear

What do you want the event to achieve and why - establish a tangible goal and objectives.

- Will it raise the profile of your group?
- Will it bring people together?
- Are you aiming to raise money or just to have fun?
- Who are you hoping to attract to the event?
- Will there be activities for a range of different people?

## 3. Create a Master Plan

This plan should encompass all aspects of the event, including:

- Venue, logistics & catering management
- Speakers/presenters (identifying, confirming, logistics and management)
- Chair/Host to compere the event
- Activities/entertainment/competitions
- Publicity/promotion (online and off-line e.g. web pages and online promotion, flyers, printed programs, media relations, signage, social media, etc.)
- Registration (online sign-up, payment and tracking, on-site sign-in, etc.)
- Volunteer management

## 4. Set a Date: Make sure you have plenty of time

The date might already be pre-set for a reoccurring event, but if this is a new event, be sure to consider the following before firming up your date:

- Give yourself enough time - start planning your event well in advance to give yourself enough time to organise everything. **Ideally**, you should have 4-6 months to plan (depending on the nature and scale of your event)
- Identify the best date and time to attract the desired audience
- Be aware of statutory and religious holidays
- Avoid College holiday time periods (e.g. Christmas, Easter and summer holidays)
- [Avoid commemoration days](#)
- Check dates with key participants (e.g. speakers, presenters, VIP guests, etc.)
- Book the speaker(s) and make sure you have written confirmation, plus (this is vital!) a plan B if the star speaker backs out or is ill
- Double check that the event is in the diaries of all University key players
- Book a Chair/Host for the event if necessary

## 5. Book a Venue

- Identify a venue and check its capacity – please note that it is *extremely difficult booking venues on Campus, especially during term time. It is advisable that you give yourself plenty of time to ensure you are able to book a suitable venue.*
- Make sure the venue is booked and confirmed
- Think about what equipment you will need to hire - check with speakers/presenters/contributors regarding what they expect you to provide
- Find out about the regulations for that venue/space early on e.g. what AV does the room have and what support is offered/required, are there any access issues (access to and from the building, do people need swipe access to enter, what time are do the doors close after hours etc.)
- Think about spaces within your Department or Faculty which may be appropriate and which you might be able to use free of charge.
- Decide on the layout for your room

Check the College's [events pages](#) for details of the various venues which you are able to book.

## 6. Budget

Cost the event as accurately as possible, fix a budget and identify the budget holder. Take into account **all** of your costs, so that you don't end up with nasty surprises along the way. For example:

- Venue hire
- Publicity – printing of posters/flyers, web domains, merchandise etc.
- Personnel – photographer, technicians, catering staff, stewards etc.
- Hire of equipment - lecterns, microphones, poster boards etc.
- Decorations – table cloths etc.
- Speakers – fees/travel/accommodation
- Prizes/Gifts
- Catering/Refreshments
- Postage and other admin
- Travel – staff/students

At the start of any event, you should create a document to keep track of your budget and any items with costs associated to them – often Microsoft Excel is used to enable you to enter formulas to calculate costs.

Your budget should incorporate estimates for all of the key items identified on your Event Master Plan. Don't forget to include any travel or accommodation costs for speakers, presenters, etc.

*\*Please note that raising purchase orders (PO's), GL journaling and adding new suppliers to the College system, should all be completed by a member of staff. More information regarding these processes, including paying expenses and non- payroll fees, can be found on page X.*

## 7. Publicity

Define the opportunities and benefits the events will offer your audience – this will shape the event and decide what you say in the invitation/publicity.

Even with the most amazing speaker or entertainment line-up, you need publicity to get people through the door. If you want your event to stand out, you need to choose a timely and compelling theme that sets you apart and makes your particular event stand out. Taking great care with the actual name of your event is critical, since this can be a key attention-grabber, especially when using online media. If you are inviting guest speakers, you could request some personal information or a few sentences about their talk from them to include in any advertising material.

- Think about event names -
  - How is your event different from other events in your sector?
  - What are you hoping to convey through this event?
- Create a Tagline - a short, memorable branding slogan that describes the event.
- Who do you want your publicity to reach?
  - Think about where those people are most likely to see your publicity and what will attract them to the event
- Will you be using social media?
  - You could set up an Event on Facebook and invite people to it. You could also use Twitter to send out reminders about your event in the weeks/days running up to it
- Would you like to add your event to the [Imperial College News & Events](#) feed?
- Printed Publicity – think about the design, layout and text. Order any printed publicity as soon as the programme is confirmed (having first checked and rechecked the copy, using at least three pairs of eyes familiar with the event, looking for errors and typos)

It is best to get publicity out early, even if this means that it can't include all the final details of the event. You might want to do one piece of publicity as early as possible, which includes the date of the event and basic information about it, and several others closer to the time, which include more detailed information.

## Some other Practical Considerations

### 1. Booking Tickets & Reserving Places

- Do you need to 'ticket' your event to stay on top of numbers?  
If so, please consider how best to manage this. Do you need to use an online platform such as [WuFoo](#) or [Eventbrite](#) to record attendance and disseminate e-tickets?
- Could you ask attendees to sign up to via email and if so, do you need to set up a new account to keep track of the number of responses?
- Ensure that your publicity material is clear regarding how people should sign up to attend and whether they need to bring their ticket with them, how seating is allocated e.g. on a first come first served basis.

It is important to consider the capacity of your venue so you can allocate registrations sufficiently. If your event is free, you may need to consider offering a slightly higher number of tickets than there are seats available to counteract no-shows (often the case at free events). The following disclaimer is useful in this situation:

***“Unfortunately, not everyone who requests a ticket attends and so to ensure we have a capacity crowd, we issue more tickets than there are places. We endeavour to get the numbers right but very occasionally have to disappoint people.***

***The demand for tickets to this event has been overwhelming. If for any reason you are unable to attend the event please let us know so that your ticket(s) can be reallocated to someone on the waiting list by emailing [your contact information]”***

### 2. Car Parking

If you are inviting someone from off-campus to speak, or expecting guests that aren't part of the College, make sure any necessary [parking spaces are booked](#) in advance.

### 3. Filming and Photography

Please note that you should not take photos or film without gaining consent and/or informing people that you are doing so. If you want to film or take photos, make sure you put up signs indicating that recording is taking place at your event; it is also good practice to note this in your event reminder email. Further guidance regarding consent can be found [online](#).

### 4. Finance

Anything relating to the finance of your event should only be processed by a member of IC staff. It is therefore advisable to ask your departmental administrator to help in this area. Your departmental administrator should be able to provide you with the account costing information, to which any costs accrued from your event should be charged. It is important to be aware that some financial processes take weeks to set up, it is imperative that you seek advice from your departmental administrator or from the finance division before entering into communication with external companies to purchase items.

Please note that Imperial College has an extensive list of preferred and recommended suppliers for a number of different products and services, from equipment hire and printing to taxi services and

accommodation. A full list of what is available via College contracts can be found on the [Colleges purchasing website](#).

The following methods are used to pay for any event items with a cost associated to them:

- Purchase/Service Orders (PO's) – if a company is a preferred supplier. Your departmental administrator will be able to raise a PO to pay for purchases through the College's financial system (ICIS)
- Non-Payroll Fee form (NPF) – This form is used to initiate low-value payments of professional fees and similar payments for services rendered by individuals not acting in the course of any employment relationship with the College ("freelance workers") – maximum of £1000.00. The College is not required to deduct tax at source from such payments, and the freelance worker is personally responsible for declaring such income on their tax return.
- Expenses Claim Form – This form is used for any items you may have purchased yourself and need to be reimbursed for. It is also often used for speakers to claim back their travel expenses. Please note, any Imperial College member of staff wanting to claim back expenses are not eligible to use this form and must complete their expense claim through the ICIS system.

You will be able to locate expenses forms and non-payroll fee forms on the College's [financial services webpages](#).

- Adding suppliers to the College System – if you wish to purchase items from a company/person who is not a preferred recommended supplier for Imperial College London, you will need to ask your departmental administrator to add this supplier to the College ICIS system. Please be aware that it can take up to a month for a new supplier to be added; you will therefore need to make the company aware of this of this fact. Alternatively, you may wish to consider using the NPF form instead, if your purchase/payment is £1000.00 or less.

## 5. Health and Safety

Catering and events will advise you if any specific health and safety permits are needed for your event. It is extremely important that you gather the fire evacuation information associated to your venue and ensure that whoever is opening the event informs the audience of this. Example text is included below:

***“Just before this evening’s entertainment, I am obliged to say a few words about fire safety and emergency evacuation – In the event of a fire or the need to evacuate the building, the fire alarm will sound for more than 30 seconds, please leave the building by the nearest fire exit, and assemble in the car park by the Queens Tower. Do not use the lifts.”***

Please note, depending on the type of your event you may need to have a fire marshall or first aider present.

## 6. Speakers, Presenters & VIPs – Things to Remember

- Ensure that the speaker is fully briefed in writing and understands exactly what is required. Specify the target audience for the event, the style of the event, the type of venue and staging, the audio visual facilities provided, the length of presentation required and the theme and approach required
- Any speaker fees and/or expenses should be agreed in advance
- Organise any necessary transport and accommodation, and inform the speaker/ guest or his or her secretary
- Allocate a designated representative to look after each speaker/guest of honour and ensure that the guest is met on arrival and escorted to meet his or her host
- Designate an event chair or host, and make sure that he or she knows exactly what everyone is supposed to do, and when
- Ensure that whoever is introducing the speaker is fully briefed about the speaker and his or her theme

For formal events it is advisable to prepare briefing notes specific to the role of each key player, to send them out about a week before the event, and to check that each has read and understood them.

## 7. Transport

Make sure your publicity gives details of public transport and parking. If appropriate, identify car/coach drop-off points and make sure they will be kept unobstructed on the day. It's advisable to provide detailed directions to ensure that your attendees are able to find the venue as easily as possible.

College campus maps and transport information can be found [online](#).

## 8. Venue

- Ensure the catering is booked appropriate to the timing, nature and scale of the event
- Ensure that all of the necessary audio visual equipment in good time, together with a technician if required
- Book any necessary security and portering staff

# The Event

## On the Day

- Ensure that the photographer is fully briefed, if you have one, explaining what shots are required in what format for what end uses. *\*It is not essential that you have a photographer, this will depend if your budget allows for this cost.*
- Give volunteers support and encouragement, and make sure everyone gets a break.
- Identify an event team leader, who will be responsible for troubleshooting, briefing stewards and checking that all participants are in the right place at the right time, and know what they are supposed to do
- Make sure that staff stewards are stationed at all the key points in the venue where arriving guests might need directions
- Determine whether a dress code for stewards is appropriate for your event and if so ensure that everyone is informed in advance
- Have a communications system, walkie-talkie or mobile phone, that enables all members of the event team to contact each other and other key participants such as drivers and VIP hosts
- At timetabled events, develop a clearly understood signalling system for communicating with speakers and session chairs, to ensure that the event keeps to its planned timings
- Assemble an emergency repairs box including items such as scissors, stapler, staple gun (both filled with staples), Velcro, Stanley knife, marker pens, drawing pins, Blu-Tak, sticky fixers, Sellotape. It's amazing how often this saves the day
- Allow at least twice as much time as you think you need for setting up. When something big goes wrong, you'll be glad you did. Even better, do it the day before the event if that's possible
- Take photos and record feedback from participants, stallholders and volunteers.
- Ensure name badges are printed up in time for registration/arrival
- Ensure any additional signage has been put up

## Afterwards

- Write and thank everyone who contributed to making the event a success, volunteers, helpers, speakers, presenters, sponsors etc. being extremely careful not to leave anyone out.
- Make sure that all the follow-up actions that you planned before the event actually happen. This may involve writing to guests to say what a pleasure it was to welcome them and suggesting further contact, it may mean following up business leads or it may mean organising further events, mailings or meetings
- Evaluate the event against the objectives you set beforehand. How successful was it in those terms? Did it lead to benefits that you didn't expect? If so, what do you need to do next to capitalise on them?
- Report back to the stakeholders in the event. Whoever they are – whether the Vice-Chancellor, your head of department, a steering group, a funding council etc. – they will want to know what it delivered. Even if it wasn't as successful as they had hoped, they will appreciate the fact that you've investigated the reasons and learned the lessons
- It's always worth having a brief discussion with your group after an event is over, to talk through what went well and badly on the day, and draw lessons for future events.
- It is essential that all finance is accounted for and paid. This usually means a lot of chasing for expenses claim forms and invoices. When you are satisfied that all costs have been paid and that nothing is outstanding, you have then completed the event!

<b>Useful Contacts</b>		
<b>Department/Service</b>	<b>Email</b>	<b>Web Address</b>
Events & Hospitality		<a href="http://www.imperial.ac.uk/events-and-hospitality/">www.imperial.ac.uk/events-and-hospitality/</a>
Graduate School	<a href="mailto:graduate.school@imperial.ac.uk">graduate.school@imperial.ac.uk</a>	<a href="http://www.imperial.ac.uk/students/academic-support/graduate-school/">www.imperial.ac.uk/students/academic-support/graduate-school/</a>
AV & Furniture		<a href="http://www.imperial.ac.uk/events-and-hospitality/av-support-and-furniture-hire/">www.imperial.ac.uk/events-and-hospitality/av-support-and-furniture-hire/</a>
Venues		<a href="http://www.imperial.ac.uk/events-and-hospitality/venues/">www.imperial.ac.uk/events-and-hospitality/venues/</a>
Catering		<a href="http://www.imperial.ac.uk/events-and-hospitality/catering/">www.imperial.ac.uk/events-and-hospitality/catering/</a>
Parking Services		<a href="http://www.imperial.ac.uk/estates-facilities/travel/car-parking/">www.imperial.ac.uk/estates-facilities/travel/car-parking/</a>
Imperial Venues		<a href="http://www.imperialvenues.co.uk/our-services/">www.imperialvenues.co.uk/our-services/</a>
Photography Guidance		<a href="http://www.imperial.ac.uk/communications/photography/">www.imperial.ac.uk/communications/photography/</a>
Web, video and photography		<a href="http://www.imperial.ac.uk/communications/web/">www.imperial.ac.uk/communications/web/</a>
Room Bookings		<a href="http://www.imperial.ac.uk/room-bookings/">www.imperial.ac.uk/room-bookings/</a>
Events Promotion		<a href="http://www.imperial.ac.uk/communications/news-and-media/advice-on-promoting-events/">www.imperial.ac.uk/communications/news-and-media/advice-on-promoting-events/</a>
Media Advice		<a href="http://www.imperial.ac.uk/communications/news-and-media/working-with-the-media/">www.imperial.ac.uk/communications/news-and-media/working-with-the-media/</a>
Security		<a href="http://www.imperial.ac.uk/estates-facilities/security/">www.imperial.ac.uk/estates-facilities/security/</a>
University Maps & Travel Information		<a href="http://www.imperial.ac.uk/visit/campuses/">www.imperial.ac.uk/visit/campuses/</a>

Communications & Media Team		<a href="http://www.imperial.ac.uk/communications/">www.imperial.ac.uk/communications/</a>
College Design & Brand		<a href="http://www.imperial.ac.uk/communications/design/">www.imperial.ac.uk/communications/design/</a>
Purchase Order Enquiries	<a href="mailto:po-help@imperial.ac.uk">po-help@imperial.ac.uk</a>	<a href="http://www.imperial.ac.uk/finance/purchasing">http://www.imperial.ac.uk/finance/purchasing</a>
Imperial Reservations (hotel bookings)	<a href="mailto:reservations@imperial.ac.uk">reservations@imperial.ac.uk</a>	
Booking President Ambassadors to help with event (free of charge)	<a href="mailto:presidentsambassadors@imperial.ac.uk">presidentsambassadors@imperial.ac.uk</a>	
Service Point (College Print Suppliers)	<a href="mailto:Imperial.College@servicepointuk.com">Imperial.College@servicepointuk.com</a>	
Facilities Management	<a href="mailto:ef.csc@imperial.ac.uk">ef.csc@imperial.ac.uk</a>	

## Events Organisation Checklist

**High LEVEL Planning – start planning as early as possible and give yourself enough time**

Checklist Item	Recommended Timeframe	Person Responsible	Date Completed	Notes
Establish goals and objectives of the event e.g. sharing information, educating guests, opening of a new facility, promoting a course/department or celebrating a social occasion	As soon as possible, but no later than 3 months prior to the date of the event			
Select a date	ASAP, but no later than 3 months prior to the event			
Identify venue	ASAP, but no later than 4 months prior to the event			
Develop event master plan	ASAP, but no later than 3 months prior to the event			
Recruit event committee and establish sub-committees if necessary	ASAP, but no later than 3 months prior to the event			
Identify and approach suitable speakers, informing them of the date of the event. <i>FYI – It is always good to identify reserve speakers if your first choices are not available.</i>	ASAP, but no later than 3 months prior to the event			
Consider any internal VIP's you hope to be present, ensuring the date is added to their diaries.	ASAP, but no later than 3 months prior to the event			

Identify a Chair/Host for the event - this is not always required but the role of a Chair is to welcome an audience to an event, to make the introductions and coordinate the event.	ASAP, but no later than 3 months prior to the event			
Identify someone to give the Vote of Thanks at the end of the event – the Chair/host might be the most suitable person to do this.	ASAP, but no later than 3 months prior to the event			
Identify how many guests will be invited. You should consider: <ul style="list-style-type: none"> <li>• internal attendees</li> <li>• external guests</li> <li>• the size of your venue</li> <li>• the event budget</li> </ul>	ASAP, but no later than 3 months prior to the event			
Identify Budget for the event considering: <ul style="list-style-type: none"> <li>• Venue charges</li> <li>• Printing costs (flyers, posters etc.)</li> <li>• Catering</li> <li>• Technical charges - AV assistant etc.</li> <li>• Speaker expenses</li> <li>• Travel and accommodation costs</li> </ul>	ASAP, but no later than 3 months prior to the event			

## 2-3 Months Prior to the Event

Checklist Item	Recommended Timeframe	Person Responsible	Date Completed	Notes
Develop the programme and timings for your event. At this point, it is advisable to meet with the catering and events team to provide your initial requirements and inform them of your event programme.	2 months prior to the event			
Confirm, in writing, the date and venue with: <ul style="list-style-type: none"> <li>• the speaker</li> <li>• the Chair and Vote of thanks</li> <li>• key stakeholders</li> </ul>	As soon as possible after you have the date and venue confirmed			

<ul style="list-style-type: none"> <li>venue management</li> <li>catering and events team</li> </ul>				
<p>Request full details from your speaker / speakers, including:</p> <ul style="list-style-type: none"> <li>Title of their talk and if possible a short blurb on the content of their talk or some information about them personally</li> <li>Full name, title and institution of speaker</li> <li>Any specific requirements (AV etc.)</li> <li>Whether they will need accommodation/car parking etc. and book as necessary</li> </ul> <p><i>If possible receive the speaker's presentation 3 days before the event to send to the AV team.</i></p>	2 months prior to the event			
<p>Determine how your delegates are going to sign up to attend – if necessary, use an online platform such as Eventbrite or WuFoo so that you can manage and track registration.</p>	2 months prior to the event			
<p>Publicity</p> <ul style="list-style-type: none"> <li>Collate a list of targeted invitees to your event</li> <li>Develop publicity pieces (<i>newsletter adverts, add to College What's On page, social media, blogs, etc.</i>)</li> <li>Develop and produce invitations, programs, posters, flyers etc.</li> <li>Create event page on your website</li> <li>Create email notifications</li> <li>Facebook event page</li> <li>Create sign-up tracking document (e.g. spreadsheet)</li> </ul>	2 months prior to the event			
<p>Book photographer - Not essential and may need to look at budget.</p>	6 - 8 weeks prior to the event			
<p>Arrange for printing of posters/flyers – Service Point (College Printing Supplier)</p>	6 weeks prior to the event			

## One Month Prior to the Event

Checklist Item	Recommended Timeframe	Person Responsible	Date Completed	Notes
Produce the running order and create draft event script (introductions, thanks, closing, etc.). This will need to be sent to the Chair/Host at least two weeks before the date of the event	4 weeks prior to the event			
Book a meeting with the catering and events team to discuss the final event arrangements and ensure that all requirements will be met on the day. At this stage, they will advise on catering, AV and any other deadlines in which they require information. When booking your catering you should consider the audience, time of day, budget, location and event objective	4 weeks prior to the event			
Publicity – continue to send out targeted emails at various points. Continue to plug on social media etc.	4, 3 & 2 weeks prior to the event			
Print any hand-outs (if needed) and agenda	3 weeks prior to the event			
E-invites: You could use the Wufoo booking list to send E-tickets to your event (e-tickets are not essential, but it is a good way of tracking registration/attendance)	2 weeks prior to the event			

## One Week Prior to the Event

Checklist Item	Recommended Timeframe	Person Responsible	Date Completed	Notes
One week prior to the event you should receive a booking confirmation from internal bookings. Check all your bookings against the booking form, and notify internal bookings of any errors. At this point, you should request the contact details of the duty manager and catering staff who will be allocated to work on your event.	1 week prior to the event			
Confirm all technical arrangements with the speaker and book the appropriate laptop / mac and microphone	1 week prior to the event			
Send out reminder emails to various networks reminding them of the event	1 week prior to the event			
<p>It is essential that you and your event team know what they need to be doing on the day. Therefore, it is advisable that you use the scripted running order already prepared for the chair, annotated to include all of the information your team will need including as much details as possible e.g. detail of task, who should complete it and what time the task should be completed.</p> <p>Once this document has been completed, you should set up a meeting with all members of your event team to run through this and ensure that they are happy and know exactly what they will be required to do.</p>	1 week prior to the event			
<p>Prepare your event kit box, example of items to be included are shown below:</p> <ul style="list-style-type: none"> <li>- Registration list</li> <li>- Scripted running order</li> <li>- Catering and events sheet with contact telephone numbers of the event staff allocated to help at this event.</li> <li>- Speaker presentations on USB stick</li> <li>- Pens, badges, blu tac... etc.</li> <li>- Reserve signs</li> <li>- Expense forms</li> <li>- Competition prize letters, certificate and expenses form for claim</li> </ul>	3 days before the event			

## On the Day

Checklist Item	Recommended Timeframe	Person Responsible	Date Completed	Notes
Before the event starts allow plenty of time for setting up – ensure that you check your catering and events sheet to ensure all requirements are in place, posters boards set up correctly etc. If not, call the duty manager allocated to your event.	As early as possible on the day			
Brief all volunteers and helpers to ensure that they are clear regarding what their duties will be at any given time during the event	At least two hours before the event is due to begin.			
Check the room for rubbish and that all technical requirements, technician etc. are in place. Locate the nearest toilets and fire exits	As early as possible on the day			
Ensure any signage is put up	At least two hours before the event is due to begin			
Set out the reserved seat signs	At least two hours before the event is due to begin			
Ensure that the registration desk (if you have one), name badges etc. are all set out	As early as possible on the day			
Set out any handouts / agenda etc.	As early as possible on the day			
Check with the AV team (if you have one), that the presentation(s) and all other equipment is working properly etc.	As early as possible on the day			
Ensure you have a hard copy of the booking confirmation from Events with you on the day. As well as listing all catering and equipment you have booked, the sheet also includes the phone number for the conference office and event duty manager, just in case				
Greet the speakers/host/chair and ensure that they are all happy	As early as possible on the day			

## Following the Event

Checklist Item	Recommended Timeframe	Person Responsible	Date Completed	Notes
<p>Send thank-you and acknowledgement letters to:</p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Speakers/presenters</li> <li>• Organising Committee</li> <li>• Anyone who helped</li> </ul> <p><i>In your thank-you notes, be sure to remind the recipients of the event's success and how they contributed to it</i></p>	Within 1 week of the event			
If you wanted feedback from participants regarding the event, you could conduct a Post-Event Survey	Within 1 week of the event			
Organise a post event de-brief to discuss and address any issues which may have arisen	Within a 2 weeks of the event			
Financial status: gather all receipts, documentation, final registration data, etc. and update budget. It is essential that all finance is accounted for and paid. This usually means a lot of chasing for expenses claim forms and invoices. When you are satisfied that all costs have been paid and that nothing is outstanding, you have then completed the event!	Within 2 weeks of the event			

Updated 13/09/2022

## Stay in touch

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