**Event Checklist**

* **Define Your Goal?** What do you want to achieve by running this event?
* **Budget and Theme**
  + Do you have a confirmed budget for the seminar that covers travel, accommodation, meals, etc.
  + What is the theme of the event, if any?
* **Speaker** (checklist to be used for each speaker)
  + Investigate speaker possibilities
  + Will the speaker be the right person to accomplish your objectives?
  + Listen to DVDs or CDs of that speaker (where possible) before securing him/her. Get recommendations and feedback from other groups who have used the person. This is vital.
  + Check with the Conference or Union to ensure that the speaker can be used.
    - If a formal call has to be placed, ensure that all the necessary paperwork (e.g. a service request) is arranged.
  + Interaction with speaker before confirmation
    - Brief speaker on convention’s objectives and requirements before confirming him/her
      * What your expected outcome is?
      * How many presentations do you want the speaker to do? How long will each slot be?
      * The audience he/she will be addressing? (demographics, age, gender, etc)
      * How many people are expected to attend the seminar/event?
    - Ask speaker if he/she has any questions/concerns/challenges?
    - Are there special clauses or conditions upon which he/she can only come? What are they?
  + Upon confirmation of speaker
    - Get a biographical description (bio) and picture from speaker to use in advertising as well as for the purpose of introducing the speaker at the convention. If he/she does not have a bio, ensure that person gives you a half page background of themselves **in** **writing**.
  + Did you send the speaker an outline of the proposed programme (at least 1 month before the event)?
  + Ensure that the speaker is briefed on all technical requirements (Windows/Mac, connections, formats, etc.)
  + Does the speaker have notes or an outline to be handed out? If so, these need to be submitted one month before the convention for design (if necessary) and duplication
* **Travel**
  + Has travel been arranged for the speaker? Has it been confirmed? Have you sent the necessary documents to him?
  + Plan to personally pick up speaker at airport or bus station when he/she arrives and personally drop person off when he/she goes back home.
  + When speaker arrives, check if he/she needs to do anything. Speaker may for instance, have to go to the bank or get toiletries at the supermarket, etc.
  + Arrange for speaker to be picked up from the airport or bus station before the convention.
    - If speaker needs to travel to the seminar venue, ensure that person is picked up early (make allowance for traffic) in order to be at the venue about an hour before the time - to prepare thoughts, to test equipment again, to settle in.
    - Accommodation
    - Has accommodation been arranged for the speaker?
    - Have you checked out the hotel first to ensure that it is neat and presentable?
    - Meals
* What are the speaker’s dietary requirements? Vegetarian, vegan, etc.
* Have you briefed the hotel and/or others who will be catering for speaker?
* At what times does the speaker generally eat? Is he/she on a 2 meal plan? Work out a meal plan that suits both the organisers and speaker.
* If the accommodation is self-catering, ensure that meals are arranged.
* There are times when a speaker wants to sort out his/her own meals – see if you can assist, for instance, by going with the speaker to buy a few groceries like granola, bread, peanut butter, fruit, etc. Ensure that the speaker does not carry the cost for these items.
* Communication
* If speaker is international or does not have a cell phone, arrange for a loan phone which he/she could use for the duration of their stay.
* Ensure that speaker has internet or a local sim card
* As host, leave your contact details with the speaker in case he/she needs to get hold of you at anytime.
* **Venue**
* Do you have confirmation in writing that the venue is available
* Have you paid for it?
* Have you prepared the venue for the presentations
  + Screen
  + Projector
  + Laptop
  + Refreshments
  + Notepads and pens
  + Partitions
  + *Note*: Test the speaker’s presentation the day before to ensure that there are no glitches
  + Chairs
* Have you arranged sound? Has it been tested?
  + How many microphones are required?
  + Has a lapel microphone been arranged? This gives more freedom to the presenter. Ensure that there are fresh batteries for the lapel as well as extra ones.
* Does the venue have a back up generator? If not, what will you do during a power failure?
* Teaching aids
  + Does the speaker need a flipchart?
  + If so, do you have flipchart paper and white board markers that are not dried up (test them).
* Does the speaker have a presenter to wirelessly forward the PowerPoint slides? If not, arrange one for him/her? Keep spare batteries in case they die during the seminar.
* Do you need to set up stage props? Arrange for this to be done timeously.
* Flowers/décor?
* Toilets
  + Have they been opened?
  + Are there direction signs leading to them?
  + Are they hygienic and do they have enough toilet paper? Do periodic checks during the seminar, especially if it runs over a few days.
* Do you have the contact numbers of the venue’s caretaker in case of an emergency? It is best to have an alternative contact number as well in case you cannot get hold of the caretaker.
* Do you have access to the electricity trip box in case the power trips? Do you know how it works?
* Do you have the controls to change the temperature? Do you know how they work?
* Lunch
  + Have you had a meeting with the chef and management to brief them on food requirements and numbers (to take place about 2 weeks prior to event)
* **Seminar/Convention**
  + Has it been well advertised?
  + Have clear directions to the venue been given in the advertising?
  + Have the welcome packs been prepared?
    - Has the programme been put together?
    - What are the costs and deadlines for the design of the programme?
* What are the costs and deadlines of printing the programme? (needs to be printed 2 weeks ahead of time)
  + Have the front desk team been briefed on the their requirements and expectations? Front desk times also need to be sorted out to ensure that there is always someone on duty.
  + Registration
    - Registration desk to be clearly marked
    - Welcome pack to be handed out
    - Registration team to preferably be in same uniform to answer questions, direct people, assist with handouts, etc.
  + Programme to start and end on time, irrespective of how many people are there.
  + Has a participative icebreaker at the start of the convention been arranged to get people to mingle?
  + Has an MC been tasked to introduce and wrap up each section of the programme?
  + Is there water for the speaker?
  + Musicians
    - Have they been briefed on the event and its objectives?
    - Did you listen to their song(s)?
    - Have you arranged enough microphones for them?
    - Did they get a copy of the programme in advance to see where they slot in?
    - Has water been put out for them?
  + Recording
    - Did you book the person(s) who will be doing the DVD recordings?
    - Have you paid the deposit?
    - Is the venue set up for recording?
    - Ensure that all set up is done a day or two prior to the beginning of the seminar
  + Is there enough lighting?
    - If PowerPoint is used with dimmed lights, ensure that there is enough light to take notes.
  + Has an emergency kit been put together: extra extension cord, extra laptop, duct tape for stray cords, extra bulb (for projector), torch, etc.
* Security
  + Has security been arranged for the cars?
  + Do they have walkie-talkies, torches or anything else that is required to effectively do their jobs?
* Communications
  + Have you secured a photographer to take photos of the venue, seminars in progress, speakers, social pics, etc.
  + Interview some key speakers and attendees for inclusion in a newsletter to be put out after the seminar
* Wrap up of Seminar
  + Have you prepared an evaluation sheet to hand out at the end?
    - Has it been copied?
    - Are there enough copies?
    - Did you create time for it in the programme?
  + Did you buy a thank you card and a gift for the speakers?
* **After Seminar** (sight seeing [if possible])
* If time allows offer the speaker a few options of interesting places to visit
* Arrange transport, meals, drinks, etc.
* Where prior bookings to some tourists sights are required, ensure that they are done ahead of time
* Brief speaker on what he needs to wear or to take with (walking shoes? towel? camera?)
* Where viewing game will be done, be sure to take along a binoculars.
* Travel back
  + Did you arrange a final meal before speaker leaves together with the organising team?
  + Have you arranged for the speaker to be taken back – to airport, bus station, etc., preferably by the director
  + Have you communicated a time when he/she will be picked up from the hotel?