

Venue

- Arrange site visit to venue
- Book and pay any deposits & confirm payment timeline
- Confirm what AV, furniture, equipment and decorations you will borrow and what else you need to bring yourself
- Gather all emergency documents from the venue – fire emergency routes, alarm codes, heating instructions etc. if you are dry hiring the venue
- Check all accessibility information of venue
- Check catering rules of venue (i.e. corkage charge for bring your own drinks)
- Check transport to and parking at venue
- Confirm arrival and departure details
- Confirm requirements for clearing away

Documents

- Create Risk Assessment
- Write briefs for your speakers
- Buy CCLI License and TENS License if necessary
- Create a list of items you need to bring with you (i.e. banners, pens, paper plates)
- Create a list of items you need to print (i.e. name labels, handouts, register)
- Write instructions for your volunteers / team members involved
- Create budget for event
- Create database for event (registrations, dietary and access requirements)
- Create and print signage for venue

Set Up & Accessibility

- Plan chair layout
- Plan stage and equipment on stage
- Plan layout for refreshments / different areas of event
- Plan and confirm all music and AV equipment
- Print any large print versions / make plan for accessibility needs
- Order refreshments and equipment
- Plan for recording or videoing event

Marketing / Media

- Create artwork for theme/title to use on flyers and slides
- Create and distribute invitations
- Plan for online registrations & write booking questions
- Plan and create any visual media you need (slides / videos)
- Create and plan for booklet or handout (give speakers plenty of time to give information!)
- Use social media / website for marketing
- Send a final instructions email / message to guests

Volunteers / Team

- Create teams for different areas (i.e. Stewarding, Catering, Registering, Kids Work)
- Appoint leaders and ask them to manage each team
- Appoint MC to oversee running order of event and keep it to time
- Appoint First Aiders
- Meet with and brief team members on roles
- Ensure you have all equipment for team members (i.e. lanyards, hi-vis, microphones)

Post-Event

- Plan for all thank you's and gifts/honorariums for any speakers and helpers
- Pay for any expenses for speakers
- Pay all invoices (i.e. catering, venue)
- Gather feedback from attendees
- Hold review meeting with main planning team
- Create plan for follow up and follow up events