

[insert organisation name/logo]

Managing Events Checklist

Event Name:

Event Date:

Event Coordinator:

Task	Who	Time frame	Completed
<u>Initial planning</u>			
Carry out consultations - establish support for facilitating the event and provide ongoing feedback			
If required, develop a committee to run the event including stakeholders such as government agency staff, local government staff, other organisations, interested community members, research bodies and consumer representative groups			
Seek support from local media			
Determine aims and objectives			
Determine how success will be judged			
Decide the specific message to be delivered through the event			
Ascertain what the event will and will not include			
Consider whether there will be a number of events			
Decide whether an event coordinator is required			
Consider whether the planned event fits well with activities that normally take place in that part of the community			
Consider how to best spread the risk and work			
Determine the lead time for organising the event			
Ascertain which local, state & federal government agencies need to be advised about the proposed event			
Tentatively book venues, speakers, acts, equipment when making enquiries about costs			
Complete funding applications if applying for funding - many grant applications must be submitted at least four to six months before the event			
<u>Cost</u>			
Determine if the event will fund itself (through registration or sponsorship), or whether it will be free.			
Consider concession registrations, travel subsidies for delegates and costs associated with speakers – fee, travel, accommodation, gift etc			
Develop budget			
Ascertain whether funding is available from local, state or commonwealth governments, or philanthropic organisations			

Task	Who	Time frame	Completed
Determine how financial records will be kept			
Ascertain and state accountability issues			
<u>Insurance</u>			
Ascertain potential legal liabilities arising out of staging an event			
Determine what information is required about insurance for public events			
Decide how appropriate insurance cover will be ensured			
Consider the risks with volunteers			
Ascertain what insurance is needed for hire equipment			
<u>Staffing</u>			
Ascertain which activities staff will, and will not, do			
Determine how everyone will know what their role is			
Ascertain whether support workers / professionals will be required in the team			
Determine whether steps need to be taken to ensure appropriate levels of child protection			
Decide how volunteers will provide assistance for the event			
<u>Publicity</u>			
Consider whether the event will benefit from publicity			
Determine whether publicity will be free or paid for			
Clearly state the messages to be promoted			
<u>Logistics</u>			
Determine when venue can be accessed			
Obtain contact details of caretaker for the venue			
Obtain the written contract &/or guidelines for specific venue hire			
Determine what sort of equipment is needed for a successful event			
Establish whether there will be enough lighting, and if not, work out how to fix it			
Determine how people will get to the event			
Decide what additional transport should be arranged			
Ascertain whether there is disability access			
Determine what will happen if it rains			
Ascertain the crowd control issues			
Decide whether security will be required, and if so, who will provide security			
Ascertain whether any noise issues are likely to be associated with the event			
Determine what can be done to ensure there is minimal impact on the community and area immediately adjacent to the event			
Ascertain whether there are likely to be concerns with drug and alcohol abuse, and if so, how to prevent and/or control and/or minimise harm			

Task	Who	Time frame	Completed
Consider emergency procedures and how they will be communicated			
Determine circumstances in which police, fire or ambulance services may need to be involved			
Consider the health and safety issues and those who are likely to be affected by any procedures addressing occupational and health matters			
Determine who will look after the management of traffic			
Ascertain whether the projected rate of traffic flow will require an application for road closures			
Determine who takes away the waste that will be generated at this event			
Ascertain who can supply food at the event			
Determine how drinking water will be supplied at the event			
Find out if there any licences or regulations associated with selling or giving away food and/or drinks at events			
12-16 weeks before the event			
Confirm all speakers, performers and equipment			
Firm venue booking and check safety, insurance, power requirements and council restrictions			
Organise production and ordering of merchandise			
Liaise with booking and support people as needed: <ul style="list-style-type: none"> ▪ catering ▪ first aid ▪ photographer 			
8 weeks before the event			
Check status of funding			
Develop a contingency plan and incident register			
Develop maps of the local community and region indicating places of interest			
4 weeks before the event			
Committee meeting to consider: <ul style="list-style-type: none"> ▪ organised events ▪ safety ▪ security ▪ emergency procedures ▪ layout ▪ power supply ▪ shade ▪ toilets ▪ other risk management strategies required 			
Develop a procedures sheet for the event and distribute			
Ensure merchandise and signage is confirmed			
Organise advertising places			
3 weeks before the event			
Ensure everyone has a copy of the emergency procedures plan and is familiar with it			
2 weeks before the event			
Distribute promotional material			

Task	Who	Time frame	Completed
Prepare name tags – all involved should have one			
Prepare an event toolbox: <ul style="list-style-type: none"> ▪ tape/rope/string ▪ bluetac ▪ pen/paper/marker pens ▪ batteries ▪ cameras ▪ mobile phones and two way radios ▪ phone list of all the team members 			
1 week before the event			
Increase advertising			
Liaise with outside agencies to confirm details			
Confirm all bookings			
Distribute all radio and television releases			
Check equipment is ready and in good condition			
Organise for media attention to be collected & taped			
The day before the event			
Organising committee meet day before event to commence checking all preparations: <ul style="list-style-type: none"> ▪ emergency exits ▪ security staff ▪ float for door/canteen ▪ equipment ▪ safety requirements Meet with the team to discuss plan for the next day			
Event Evaluation and Follow Up It is important to evaluate the success of the event against the goals and objectives of the event. This will guide the planning and coordination of future events			
Write up evaluation and report for the committee and any funding agencies			
Debrief staff and participants – highlight concerns and recommendations and distribute a summary of this debrief to relevant people			
Send thank you letters and certificates			
Promote achievements of the event			

Reference

This is adapted from the NADA Managing Events Checklist.

http://www.nada.org.au/index.php?option=com_content&task=view&id=236&Itemid=44