

LVSC Event Planning Checklist

Event name	
Date	

Budget setting	
Is the event funded?	
How much income should it generate?	
How much will delegates be charged?	
Will there be a sliding scale of charges?	
How much will it cost to run a stall?	
Total budget for the event	
<i>Estimate for room booking</i>	
<i>Estimate for catering</i>	
<i>Estimate for audio visual equipment</i>	
<i>Estimate for taxis and couriers</i>	
<i>Estimate for stationery and printing</i>	

Venue	
Number of people expected	
Event times	
Layout of main room	<i>Theatre, cabaret or boardroom?</i>
How big will the top table be?	
Breakout rooms - number, size & layout	

Catering	
What refreshments will be served?	
How many breaks will there be?	
What lunch will be served?	
What time will lunch and breaks be?	
How many people are we catering for?	

Audio/visual		
	<i>Number needed?</i>	<i>Booked?</i>
Laptop		
Projector		
Screen		
Flipcharts		
Microphone		
Roving mic		

Venue contacts	
Name	
Phone	
Email	
Fax	

Accessibility - check with venue	
Are parking spaces available for blue badge holders?	
Are there any steps into the venue?	
Is it wheelchair accessible from the front?	
Are there any steps between reception and the main room?	
Are there any steps between the main room and breakout rooms?	
Is there an induction loop?	
Are the IT systems accessible?	
Is there any available quiet space?	
Is there an accessible toilet?	
Is there a lift? Ideally there should be two	
Do the caterers provide kosher, halal and vegan options?	

Flyer - things to include
Name of event
Date, times, price, venue and address
Clear description of the event
Website/email links for more information
How to book
Cancellation policy
Funders' logos
Partners' logos

Booking Page - things to include
Name of event
Date, times, price, venue and address
Delegate information: name, job title, organisation, address, email, phone
Monitoring information: age, disability, ethnicity, gender, geographical area
Workshop sign-up options
Dietary requirements
Access requirements - need to know about interpreters 2 weeks in advance
Blue badge parking - need to know make, model and number plate of car
Where did you hear about the event?
Cancellation policy
Partners' logos

Funders' logos
Contact details

Main tasks	When	Who
Schedule planning meetings - 2 weeks / 1 week / 1 day in advance		
Distribute flyer and booking form: <ul style="list-style-type: none"> • email networks • send to ebulletin writers • get on LVSC website • ask Chloe to include it on the front page 		
Order stationery		
Decide whether to have stalls/exhibitions at the event		
Advise venue of requirements for rooms, catering and AV equipment		
Ensure that event administrator is in office the day before the event		
Refer to sustainability checklist http://www.lsx.org.uk/whatwedo/running_sustainable_event_page3007.aspx		
Set up the event on Civi		
Complete purchase order for rooms, catering and AV equipment		
Confirm speakers and send speaker guidelines/information pack		
Confirm facilitators and send workshop guidelines/information pack		
Ensure all speakers, facilitators, notetakers are booked on the event		
Ask LVSC staff to help out on the day - reception, taking notes etc		
Order stationery - badge holders/inserts, markers, pens etc		
Send out workshop briefs to participants with sign-up options		
Plan how to get everything to the venue - book taxi if necessary		
Confirm workshop leaders, notetakers, times and room numbers		
Send confirmation email to all participants: <ul style="list-style-type: none"> • agenda • map • workshop sign-up options • any relevant policy documents 		
Confirm catering times, numbers and dietary requirements		
Produce name cards for everyone sitting on the top table		
Produce direction signs to main room and breakout rooms		
Start preparing materials for delegate packs - check with partner organisations if they want to include anything e.g. monitoring/evaluation forms		
Confirm requirements for rooms, AV and parking with the venue		
Print workshop sign-up sheets for people to sign up on the day		
Load speakers' presentations on to laptop and/or memory stick		
Make badges for all delegates		
Put together delegate packs		
Send confirmation email to late bookings: <ul style="list-style-type: none"> • agenda • map • workshop sign-up options • any relevant policy documents 		
Plan food recycling or ask LVSC staff to take tupperware on the day		
Print out 'on the day' planning sheet and take to the event		

Delegate packs - things to include
LVSC folders
Contents page - mention if any speaker handouts are missing
Agenda - include partners'/funders' logos
Participant list - include partners'/funders' logos
Relevant policy briefings or documents
Speaker/workshop handouts
Evaluation form - include partners'/funders' logos
Monitoring forms
LVSC leaflets
External leaflets

On the day - things to take
Boxes to collect feedback/monitoring forms
Housekeeping checklist
Delegate packs
Badges
Pens
Signs
Registration list with space for unregistered people's names/emails
Paper/pads for people to take notes if appropriate (e.g. a round table event)
Laptop(s)
Projector

On the day - things to do
Brief helpers
Set up chairs to allow wheelchair users good access to all rooms
Set up chairs near the door so that latecomers don't cause too much disruption
Make sure that people who are using interpreters can see/hear them
Run through the housekeeping checklist

After the event	Week	Who
Save the flyer and booking form in the events archive		
Send thank you emails to speakers and workshop leaders		
Collate evaluation feedback and equalities monitoring results		
Send out invoices		
Add any comments from evaluation to approved venues list		
Add any examples of good/bad practice to the Good Event Guidelines		
Evaluate feedback from the event - produce graphs and averages		
Write up conference notes/report - include partners'/funders' logos		
Send report to participants - include partners'/funders' logos		

Event report on the front page of the website		
Send out speaker handouts and event report by email		
Chase up invoices		