

Event Planner Check List

Budget

- Over all budget
- Budget for individual aspect of the even
- Contingency
- Sponsorship
- Donations or finance in kind

Security and safety

- Site security before, during after event
- Health and safety
- Risk assessment of site and activities
- Permissions and licenses
- Insurance
- Local area and people

Communications

- Publicity
- Dealing with press/media
- Working groups
- Web site
- Site communication
- Forms of communication for those with impairments of language barriers

Event

Name....

Type.....

Date.....

Hospitality

- Catering for punters
- Hospitality for those taking part
- Accommodation
- Drinks soft / alcoholic
- Chaperones
- Transport arrangements for speakers/ others taking part
- Thank you gifts /acknowledgments

Programme

- Programme content
- Who is it aimed at
- Numbers expected
- Who will do what
- Worship
- Is it accessible
- Environmental considerations

Logistics

- Timings, dates and venue
- Equipment (PA, stagingtoilets)
- Set up, clear up and waste
- Site map and site access
- Parking and transportation
- Tables and seating
- Covered areas required
- Parking