



Checklist for Events

Running an event takes planning and keen attention to detail.

Through our experience we know what makes an event work; we also know how easy it can be to miss essential items. So we have provided you with a useful check list to ensure your event runs smoothly.

There are no specifics as each event is unique, but this will serve as a good starting point for any event.

We hope you find it useful.

The Evolution Live team

The Event

- What is the event objective and why is the event being held?
- Is the date confirmed?
- Have the duration & timings been confirmed?
- How many guests will be attending?
- Have the layout and the format of the event been agreed? There are many different options available such as theatre or cabaret style – best to discuss which will work for you with your Events Management Company.
- Is the conference free to attend or do delegates have to pay?

Budget

- Make sure you know your budget.
- Is the budget set?
- Do your costs/ quotes include or exclude VAT?
- Have you split your budget accordingly between the elements for example: venue & accommodation, catering and entertainment?
- Is there any sponsorship or fundraising possibilities?

The Venue

- Is it large enough to hold your audience (it is always better to speak to the venue directly rather than relying on the website).
- What is the maximum capacity of the venue?
- Is the venue suitably sized for the AV set up you require? Your Events Management Company will be able to help with this.
- Does it appeal to your audience? Is it suitable for the event theme?
- Is it convenient for delegates to travel to?
- Is it suitable for any guests with disabilities?
- Are there enough breakout rooms?
- How is access, will it be difficult to load the equipment?

- Are there pillars in the room that may obstruct any delegates view?
- Have you got the name and contact details of their Conference and Catering Teams, who will be looking after your event leading up to and on the day itself?
- Is there ample car parking on site?
- Does the venue have sufficient accommodation for all guests? If not, are there suitable alternatives nearby?

Catering

- What are the catering requirements throughout? Will lunches / dinners be provided for delegates?
- Have you been for a tasting?
- Have you considered dietary requirements / allergies?
- Will it be a formal meal or a buffet?
- Will dinner take place in the same room as the main event?
- Will tea / coffee or snacks be provided?
- What is the deadline for this information to be passed on to the venue?
- Have you ensured a deadline for when the kitchen needs to be informed of the menu choices?

Equipment

- Have you been in touch with a Production Company who can supply all required equipment?
- Do you require a stage set and screen?
- Do you need any equipment for breakout sessions?
- Do you need any equipment for an exhibition?
- Will additional equipment be needed for any evening events?

Delegates

- Have sponsors, presenters and guests received invites? Will invites be electronic or printed?
- How will you measure the RSVP's?
- Do you have a secured master list of all delegates and their contact details?
- Are all delegates aware of the correct dates and times? When will they be arriving?
- Will guests be given name badges and / or welcome packs? Will there be a need for a registration / help desk?
- How will VIP guests or speakers be invited and will anyone be tasked to greet them on arrival?

Presentations and Speakers

- Will all the presentations be in PowerPoint? Have you double checked the size they need to be in i.e. 4:3? If in doubt ask the production/ event Management Company.
- Will they be delivered straight to site or forwarded in advance of the event?
- Have you left enough time to load them onto the show laptops?
- Will there be enough time to hold rehearsals, and/ or run through any last minute changes?
- Do you have backups of all presentations and content?
- Do all presentations follow the same format? Will a template be used for consistency?
- How will the presentations be delivered i.e. on CD or memory stick? Is this the same as above?
- Will the presenters need rehearsing or coaching?
- Will you have guest or VIP speakers? Do they require specialist transport? Do they need special facilities i.e. preparation area.

Entertainment

- Will there be a theme or entertainment?
- Will the theming be continued throughout the conference?
- Do you want evening entertainment – live music, after dinner speaker etc?
- Will there be any music requirements for the evening?
- Time allocation for the entertainment?
- Have you received contact details for the entertainers?
- Is the entertainment suitable for the audience demographic?

On the day

- Have you got back-ups of all presentations content?
- Have staff been fully briefed and given an outlined schedule?
- Are guests aware – any last minute changes to times or where they have to meet?

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