**NFWI**

**Events Checklist**

This checklist outlines the main considerations you should take into account when planning an event. It can be altered to suit the scale and type of event you wish to put on.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Name:** | | |  | | | | | |
| **Date:** |  | | | | | **Time:** |  | |
| **Location:** | |  | | | | | | |
| **Main Contact Name:** | | | | |  | | | |
| **Phone (Day):** | | | |  | | **Phone (Eve.):** | |  |
| **Mobile:** |  | | | | | **Email:** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed** | **Action** | **Notes** | **Due Date** | **Person Responsible** |
| **General** | | | | |
|  | Decide event basics – what, where, when, why, who you want to attract |  |  |  |
|  | Get approval for event |  |  |  |
|  | Set event budget |  |  |  |
| **BOOKING THE BASICS** | | | | |
|  | Book event venue and decide back-up site – ensure basics are in place such as power outlets, washrooms, refreshment facilities |  |  |  |
|  | Book entertainment |  |  |  |
|  | Book caterer |  |  |  |
|  | Book equipment such as tables, chairs, toilets, computer equipment |  |  |  |
|  | Check with venue – will they provide a Fire Officer? |  |  |  |
|  | Check with venue – will they provide First Aiders? |  |  |  |
|  | Check with venue and Federation Office – insurance/public liability |  |  |  |

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| **Completed** | **Action** | **Notes** | **Due Date** | **Person Responsible** |
| **EVENT DETAILS** | | | | |
|  | Plan event timings |  |  |  |
|  | Check any Terms of Cancellation |  |  |  |
|  | Identify and book any special guests, prepare contracts if necessary |  |  |  |
|  | Check for any performance/ music regulation requirements |  |  |  |
|  | Check for alcohol license, if required |  |  |  |
|  | Identify any parking/transport needs |  |  |  |
|  | Identify any speeches required – speak to welcome /thank |  |  |  |
|  | Sketch out site map to plan table arrangements, displays, entry points, refreshment stands etc. |  |  |  |
|  | Check any parking arrangements including disabled, coaches |  |  |  |
|  | Develop contact list for non-members to be included |  |  |  |
|  | Draft letter of invitation |  |  |  |
|  | Send letters of invitation to special guests |  |  |  |
|  | Send map to venue and dietary requests to those attending |  |  |  |
| **PROMOTION** | | | | |
|  | Develop promotion/publicity plan |  |  |  |
|  | Get up to date membership list |  |  |  |
|  | Produce promotional materials |  |  |  |
|  | Contact NFWI London for membership advertisement pack |  |  |  |
|  | Contact Denman for course brochures to put out for display |  |  |  |
|  | Liaise with NFWI Communications Department with any PR |  |  |  |
| **STAFFING/VOLUNTEERS** | | | | |
|  | Identify staff/helpers needs |  |  |  |
|  | Determine responsibilities and required dates/arrival times |  |  |  |
|  | Arrange any necessary training |  |  |  |
|  | Familiarise staff/helpers with event plans |  |  |  |
| **FOR EVENT DAY** | | | | |
|  | Liaise with venue to arrange early access for decorating/set up |  |  |  |
|  | Compile contact list for helpers |  |  |  |
|  | Pack ‘special event kit’ with tape, scissors, pens, paper etc |  |  |  |
|  | Check arrangements for clean up after event |  |  |  |
|  | Prepare Attendees Register |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed** | **Action** | **Notes** | **Due Date** | **Person Responsible** |
| **AFTER THE EVENT** | | | | |
|  | Return all rented equipment and other materials |  |  |  |
|  | Pay bills |  |  |  |
|  | Reconcile event budget |  |  |  |
|  | Send letter of thanks to helpers, staff, speakers |  |  |  |
|  | Review event and identify any key areas where improvements would be needed |  |  |  |
|  | Prepare and present report to committee |  |  |  |