

EVENT CHECKLIST

Event Name	
Event Date & Time	
Venue	
College/ Portfolio	
Key contact/s	

PRE-EVENT PLANNING

As early as possible but no later than 8 weeks before the event

- Identify goals, objectives and KPIs of the event and communicate with key stakeholders
- Identify event format including a list of ideal speakers (ie formalites followed by networking)
- Select and confirm date
- Draft an itemised budget [budget template](#)
 - Confirm budget if funds are not already allocated
- Choose a location, venue and/or vendors
- Prepare guest list
- Prepare and send out invitation and/or event promotion
- Prepare run sheet and briefing notes for speakers
- Select and arrange catering
- Arrange AV via IDS or external provider
- Arrange any other external suppliers ie Furniture Hire, Food Trucks
 - Contractor Induction
- WHS & COVID19 considerations, if any

Event Format

- Common event formats include but not limited to:
 - Presentation and networking
 - Award ceremony and networking
 - Celebration event
 - Breakfast, Lunch or Dinner event
 - Reception
 - Public lecture
 - Online event
- If you have guest speakers, confirm availability and send them a calendar invite

Confirm date

- Review calendar and consider other events on same day that might impact your attendee numbers
- Review date availability with presenters/guest speakers/ MC
- Once date is confirmed, send all stakeholders involved a calendar request

EVENT CHECKLIST

Confirm venue

- Common on-campus venues include
 - In person event:
 - Plaza, Hub, Studio, Alere Function Centre (North/South), Bedford Park Campus
 - Room 1, Level 1, Boardrooms (North & South) Level 11, Victoria Square Campus
 - Theatre 1, Conference Room 5.29, Tonsley Campus
 - Online event
 - The Pods, Library Bedford Park Campus
 - Recording Studio, SSS374, Bedford Park Campus
 - Hybrid (in-person and online) at Alere Function Centre
 - Outside venues:
 - Plaza, Bedford Park Campus
 - Humanities Courtyard, Bedford Park Campus
 - MAB (Renewal SA). Contact Lily Maras – lily.maras@sa.gov.au
 - Review capacity and layout options of venue – [University Floor Plans](#)
 - To view how to book spaces refer to [here](#)

Consider set up and pack down time when booking venue

- Consider accessibility requirements ie wheelchair access, hearing loops
- Consider external supplier accessibility (such as AV) when booking venue
- Consider whether they provide catering services, or if you need to arrange this externally.

Prepare guest list

- Consider internal stakeholders
- Consider industry stakeholders groups (contact your Alumni Partner to assist generating a list)
- Include presenters/ guest speakers/ MCs in your guest list
- Consider venue capacity as a limitation

Prepare invitation

- Consider sending out invitations 4 weeks prior to event
- Consider RSVP date 2 weeks prior to event especially if catering is involved
- Usual invitation format:
 - Dear XX
 - You are invited to
 - Date
 - Time
 - Location
 - RSVP by XX
 - Accept/Decline
 - If applicable, any dietary/medical requirements
- Send out a *Reminder to RSVP* eDM 1 week after sending out invitation to those who have not yet rsvp'd
- Send out a *Reminder to Attend* eDM week of the event
- Send out online viewing link day of the event, if applicable
- If event has been recorded, sent out Recording Now Available

EVENT CHECKLIST

- Set the ticket limits to one ticket per registration
- Add clause re COVID restrictions and guidelines
- If you require an Eventbrite link to be created please complete the form [here](#)

Prepare run sheet

- The following template can be used, with most common action points included
- Draft run sheet and send to stakeholders listed in the Owner column, to review and amend times if needed
- Send finalized run sheet to all stakeholders listed in the Owner column

TIME	ACTION	OWNER
8:00am	Access to venue AV set up Event organizer setup (ie banners, name tags)	Venue AV Supplier Event organiser
8:30am	MC/ Guest speaker arrives	Speaker Name
8:45am	Guests begin to arrive Registration desk opens	All Event organiser
9:10am	Formalities commence	Speaker Name
10:00am	Formalities conclude	Speaker Name
10:05am	Morning Tea served	Caterer
10:45am	Event concludes, guests depart	All
10:45am	Packdown begins	AV Supplier Event organiser

Arrange catering

- When advising final catering numbers, consider 10% drop off on day of event. Ie if you have 50 registered only cater for 45 guests
- Check they are a registered contractor (see list) [here](#)
- Consider dietary requirements, Gluten free, Vegan, Vegetarian
- If serving alcohol, check with caterer if they have a liquor license permit <https://staff.flinders.edu.au/content/dam/staff/governance/liquor-permit.pdf>
- Suggested caterers include:

Bedford Park	Victoria Square	Tonsley
Alere at Flinders (Café) E: alere@flinders.edu.au Ph: 8277 7186 The Tavern ben@burgertheory.com 0422148964 rob@burgertheory.com 0419815660	Taylor and Holmes E: office@taylorandholmes.com.au M: 0476 167 266 Ph: 8354 1716 Sprout E: hello@sprout.edu.au M: 8443 4343	Three little pods E: info@threelittlepods.com M: 0431 601 060

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<p>Toly's E: tolygourmet@gmail.com 82765859</p> <p>Subway</p> <p>Grind & Press E: hello@grindandpress.com.au W: grindandpress.com.au</p> <p>Mr Wuhu (Alex) E: alex@apck.com.au</p> <p>BonVoyage Gourav E: hahndorfororganic@gmail.com</p> <p>The Daily Kitchen (Kristian Mcpherson) P: 0449 901 303 E: hello@thedailykitchenco.com.au</p> <p>Zambrero</p>		
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Arrange AV

- If hosting an event onsite reach out to Information & Digital Services (IDS) team internally to discuss their capacity to support your AV requirements
- Check if venue already has AV equipment available to you to use
- Arrange a practice run through AV, check videos, links etc work
- Arrange eduroam remote access - <https://www.flinders.edu.au/campus/visitor-wifi>
- If you need reach out to an external AV supplier, it is University policy that if you receive a quote over \$5,000.00 you need to get another 2 quotes from other suppliers
- Items to consider you may need to book include:
 - Microphones for speakers and audience questions
 - Staging
 - Visual displays ie. TV or screen
 - Online platforms
 - PowerPoint Clicker, Connection Cables
- Suggested AV suppliers include:

AV Suppliers

EVENT CHECKLIST

Information & Digital Services

<https://staff.flinders.edu.au/colleges-and-services/ids>

Encore Event Technologies

<https://www.encore-anzpac.com/>

Novatech Creative Event Technology

<https://www.ncet.co/>

Scene Change Adelaide

<http://scenechange.com.au/adelaide/>

Arrange Travel & Accommodation

- Flights
- Car
- Parking Permits/Cab Charges
- Accommodation

Arrange Facilities & Branding

- Security
- Cleaning
- Caretaking
 - Room Setup
 - Furniture Requirements ie. Umbrellas, Chairs, Tables etc
 - Deliverys
- Maintenance
 - Gardening - Plants
 - Electrical
- Flinders branded resources
 - Media Wall
 - Banners
 - Tablecloths
- Prizes, Gifts etc
- Merchandise

WHS & COVID19 Considerations

For more information about event safety visit [Flinders University WHS Website](#)

- Fill in the WHS Event Risk Assessment and Checklist
 - Send draft document to College or Portfolio WHS Officer for review before sending final version for approval to DOC or manager
- Refer to SA Health website for current COVID19 government directions and guidelines on events

EVENT CHECKLIST

EVENT DAY Setup

- Things you might need to coordinate for the day of your event
 - Seating (reserved / allocated)
 - Nametags / Desk Cards
 - Signage: ie banners, directional
 - Water for speakers
 - Tablecloths
 - COVID19 kit: hand sanitizer, tissues, 1.5m distance poster, Glen 20, Facemasks
 - Event-day support from your team members

Contact your Marketing & Communications Partner for:

Event Promotion: Social Media, Digital Signage (CoTag)

Creative Assets: PowerPoint, Program, Certificates, Promotional Material

Contact Events Team for registration and merchandise (add links to WRIKE Request Forms)

- Event Support Form click [here](#)
- Custom Merchandise Request Form click [here](#)
- To purchase or enquire about **merchandise from the Flinders Uni Shop** (for business use only) click [here](#)

External Conference Providers

The University does not have any affiliations with any external conference and events providers.

Please feel free to contact us should you require advice.

- Photographer and talent release forms [Talent Release Forms](#)
- Event Hire ie Pavilion, Expo & Furniture Hire (White Marquee, Olympic)

Post Event

- Evaluation survey
- Invoices
- Edit and upload videos to website / YouTube
- Update website
- Thank you eDM
- Final report, including:
 - Overview of feedback
 - Registration / Attendance numbers
 - Final Budget
 - Other