## Event Checklist

## Event Details

|  |  |
| --- | --- |
| **Title** |  |
| **Date and time** |  |
| **Location** |  |
| **Event lead and contact details** |  |
| **Additional event team details** |  |
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|  |  |
| **Event description** |  |
| **Target audience** |  |
| **Objective** |  |

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| **Event Checklist** | | |
| Task | Person responsible | Date completed |
| Budget |  |  |
| Funding sourced |  |  |
| Location sourced |  |  |
| Marketing sources e.g. social media, posters, email |  |  |
| Programme agreed |  |  |
| Speakers confirmed |  |  |
| Giveaways sourced |  |  |
| Materials for stand |  |  |
| Seating/tables |  |  |
| Food and refreshments |  |  |
| Dietary requirements e.g. dairy free, gluten free, food allergies |  |  |
| Access requirements? |  |  |
| First Aid |  |  |
| Housekeeping |  |  |
| Registration area and process |  |  |
| Risk assessment |  |  |
| Evaluations |  |  |
| AV, projector, screen, mics, sound |  |  |

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| **Post event evaluation** | |
| Objectives met |  |
| Budget met |  |
| What went well |  |
| Improvements |  |