

NAME OF EVENT:

EVENT GUIDE

Booking The Venue

	Date Action Required By	Action By	Date Completed By
	To ensure that invites go out 6 weeks prior to event, venue should be identified before 6 weeks.		
Consider Suitability :			
If local publicity required consider event outside B'ham, easier to get media coverage			
Budget- see Roger or lead for campaign			
Where room is divided consider suitability eg noise and any other distractions from other room user that may affect your conference			
Break out rooms			
Area for exhibition stands/s			
Lifts if equipment needs to be taken to room that is not on ground floor			
Possible partners			
Car parking and stewards			
Catering			
Refreshments			
Lunch			
Visit proposed venue			
Date: if school holiday, religious festival, event diary, day of week i.e. avoid Monday's or Friday's			
Easy access links rail/motorway			
Access for disabled			
Overnight accommodation			
Times for access to room, if setting up is required			
If outside event - contingencies for bad weather			
Equipment that may be required :			
Internet facilities			
Audio/visual services (quotes must be obtained)			
Flip charts			
Power beam			
Display panels			
Demonstration equipment			
Action prior to the event :			
Advertising event			
Press notice			
Flyers			
Mail shot			
Internal notes			
e - journals			
Invitations	6 weeks prior to event - To reply within 3 weeks		
Reply slip request e mail address			
Directions to event			
Agenda			
Reminders	1 week		
Dietary requirements			
Chase up may include ring round	3 weeks to event date		

	Date Action Required By	Action By	Date Completed By
Order leaflets if required	6 weeks		
Handouts	Arrange locally with Band 5 Team Leader		
Briefing notes	1 week prior to event		
Facilitator notes	1 week prior to event		
Supply of business cards	Usually supplied within 5 working days		
Finalise numbers to venue	Enquire with venue range from 24 hrs to 5 days		
Ensure that all parties involved are kept up to date	On-going		
First aid provision	Enquire when visiting venue		
Name badges	1 week before (check stocks)		
Signs to direct delegates/car park	Check with Venue when visiting		
Risk assessment of site	Check with Venue when visiting		
PPE required if outside event			
Contact phone numbers			
Assistance	Flag up as soon as possible to ensure availability		
Parking stewards			
Registration			
Other help			
Action on day :			
House keeping			
Fire alarm testing			
Evaluation sheets			
Follow up action :			
Thank you			
Certificates	Optional before or after event (check stocks for card)		