

Event Checklist

Event	
Date	
Time	
Location	

PLANNING	Who	When	Deadline
Set up planning committee			
Decide on event theme			
Prepare budget			
Payment of any expenses incurred			
Prepare running sheet - <i>who, what, why, when, how?</i>			
Distribute running sheet to organising team, guest speakers, venue manager and sound / lighting engineer			
Allocate staff duties at event			

GUEST SPEAKERS	Who	When	Deadline
Confirm guest speaker(s) or MC			
Brief speaker			
Provide speech notes - if required			
Provide copy of running sheet			

PROMOTION	Who	When	Deadline
Finalise FLYER design			
Finalise POSTER design			
Print flyers and posters			
Mail out			

TICKETS	Who	When	Deadline
Artwork for tickets			
Ticket sales			
On the night ticket sales			
Money collection			

PRIZES AND DONATIONS	Who	When	Deadline
Prepare letter to send to potential sponsors			
Follow up sponsors			
Collect prizes			
Record businesses and individuals who make financial or in-kind contributions			
Prepare auction or raffle procedures - if required			
Record names of all sponsors and donors			

VENUE	Who	When	Deadline
Choose and book venue			
Organise catering - if required			
Prepare seating arrangements			
Confirm VIP car parking - if required			
Confirm parking for bands			
Determine car parking facilities for other guests			

Organise water for performers			
Book photographer / video - if required			
Check toilet facilities			
Organise power to site- if required			
Confirm security			

SIGNAGE	Who	When	Deadline
Prepare stage display			
Organise lectern sign			
Prepare foyer display			
Arrange other display material			
Finalise directional signage			
Create on street signage			

MEDIA	Who	When	Deadline
Write media release			
Prepare media kit - info for radio stations ect			
Send media release to MS Australia for approval			
Send press release to local paper and arrange photo and interview time			

AT EVENT	Who	When	Deadline
Provide MS biography bands and any guests			
Allocate roles and responsibilities for team:			
• Registration table			
• Auction Items			
• Display area			
• Meet and greet			
• Collecting money			
• VIP meet and greet			
Allocate areas for VIP and guest speakers - if required			
Acknowledge sponsors			

EQUIPMENT			
Organise sound equipment - PA			
Organise Sound engineer			
Sound equipment of MC			
Organise stage lighting			
Organise lighting engineer			
Organise a DJ or CD to be played in-between sets			

FOLLOW UP	Who	When	Deadline
Prepare thank you letters - guest speakers, VIP's, sponsors and venue			
Send thank you letters			
Send money to MS Australia.			