**EVENT PLANNING CHECKLIST**

This checklist is designed to give event organisers, a guide to the detail that should be considered when organising a public event. Local government and other agencies may have additional requirements. Some sections may not be applicable or required and these may be left blank, crossed out, or the words “not applicable” inserted. Event organisers may need to provide specific details to key stakeholders e.g. SA Metropolitan Fire Service, SA Police Emergency and Major Event Section, State Emergency Services and provide copies to other relevant agencies as required.

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| **Name of event – what**(building opening, sports day, art show, liturgical event) |       |
| **Type of event** |       |
| **Event date(s)** |       |
| **Event time(s)** | Start       am/pmFinish       am/pm |
| **Location of event** |       |
| **Event coordinator/contact person** |       |
| **Event Organising Committee** | Refer to Table below |
| **Target audience – who***Who is this promotion targeted at?**What does the audience need to know?**What will hold their interest?* |       |
| **Message – what***What do you want to say to the target audience?**What do you want them to know/do?* |       |
| **Objectives – why***Be clear about what you hope to achieve with this event*. |       |
| **Description of event – what** |       |
| **Risk assessment – what***Identify possible risks and develop strategies to minimise risks.* |       |

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| **Work Health and Safety**Induction & training for workersFirst Aid requirementsFire fighting equipmentAccess/egressIncident reporting |       |
| **Checklist** Who will be involved in the event Date/s of event determined Location/venue for event booked Target audience determined Message determined Objectives set Risk assessment completed Evaluation criteria established |       |

**Early event planning template**

| **Early event planning**  | **Person responsible** | **Action** | **Date to be** **completed** |
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| **Budget*** Source identified
* Sponsorship
* Break even point established
* Have you accounted for the GST?
 |       |       |       |
| **Invitations*** Mailing list generated/updated
* Invitation composed
* Invitation checked
* Printer
* Calligrapher
* RSVPs (responsible person briefed)
* Invitation list compiled
* Names on list and titles/addresses checked for accuracy
* Special guests/speakers alerted to make time in diaries
* Invitations sent
 |       |       |       |
| **Catering*** Cost per head or upfront
* Upmarket or casual
* Beverages – orange juice, mineral water, tea and coffee (instant or percolated)
* Food – fruit platters, bagels, danish, bagettes, sandwiches, biscuits and cakes
* Hot or cold
* Self service or waiting staff
* Internal or external catering
* Power required
* Equipment required
* Tables, tablecloths, cups and saucers
* Plates, napkins, knives and forks (disposable/non-disposable)
* Can the theme of the event be followed through in catering?
* Special dietary requirements of guests
* Menu
 |       |       |       |
| **Advertising*** Press, radio TV, newsletter
* Internal / external
 |       |       |       |
| **Program/running sheet/speeches*** Program finalised
* Running sheet written
* Program/running sheet sent to participants
* Speeches written
* Let caterers know program - when to serve drinks/food
 |       |       |       |
| **Security** * Security alerted
 |       |       |       |
| **Audio/visual requirements*** PA system
* CD player
* Lapel or handheld microphone
* Lighting
* Extra electrical requirements
* Lectern
 |       |       |       |
| **Staffing*** Extra required
* Staff to meet and greet guests
 |       |       |       |
| **Ambience*** Floral arrangements, pedestal – can the theme of the event be followed in flowers?
* Background music
 |       |       |       |
| **Guest comfort*** Wheelchair access
* Toilet facilities
 |       |       |       |

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| **Hospitality*** Welcome signage at entrance
* Ushers briefed
* Cloak room
* Red carpet
 |       |       |       |
| **Housekeeping*** Cleaning before and after
* On standby during the event
 |       |       |       |
| **On the day*** Time for set up by whom
* Time for dismantle by whom
* Dais, stage
* Tables, chairs layout
* Chair covers
* Floor plan
* VIP seating
* Book courier/transport
* Name tags
* Clear location directions
* Registration desk
 |       |       |       |
| **After the event*** Person responsible
* Debrief
* Comments on all aspects (negative and positive)
* Guest feedback
* Guidelines for improvement next time
* Evaluation against criteria
* Celebration
* Thankyou’s
 |       |       |       |

**Event Organising Committee**

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| --- | --- | --- | --- |
| **Member Name** | **Address** | **Contact Number** | **Responsible for** |
|       |       |       | *Alcohol* |
|       |       |       | *Communications & contacts* |
|       |       |       | *Contractor management* |
|       |       |       | *Emergency Management* |
|       |       |       | *Event management* |
|       |       |       | *Finance* |
|       |       |       | *Food Safety* |
|       |       |       | *Health and medical (first aid)* |
|       |       |       | *Insurance* |
|       |       |       | *Local community* |
|       |       |       | *Permits* |
|       |       |       | *Post event activities* |
|       |       |       | *Promotion* |
|       |       |       | *Work/Public Health & Safety* |
|       |       |       | *Security* |
|       |       |       | *Site Plan* |
|       |       |       | *Traffic Management* |
|       |       |       | *Volunteer Management* |
|       |       |       | *Other* |