

# Event checklist

|  |  |
| --- | --- |
| Event title |  |
| Event description (250 words of lively prose) |  |
| Target audience |  |
| Organiser and additional staff |  |
| Date |  |
| Time |  |
| Venue |  |
| Catering requirements |  |
| AV/WiFi access |  |
| Equipment |  |
| Room set-up (furniture if required) |  |
| Speaker/s  If required:   * Bio * Blurb * Abstract * Image |  |
| Speaker travel/accommodation if required |  |
| Event materials, eg signage, handouts |  |

## Pre-event promotion

* Event image
* Eventbrite page
* BBK calendar page
* Print materials (posters, leaflets)
* Social media
* Blog

|  |
| --- |
| **Notes:** |

## Post-event promotion/legacy (NB: to be booked before the event)

* Event photography
* Event filming
* Podcast

|  |
| --- |
| **Notes:** |

## On the day

* Signage
* Registration
* Events pack and name badges (if required)

Schedule: (eg meeting speakers, putting up signage, setting up venue, clearing up at the end)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Action** | **Location** | **Who** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |