

## EVENT PLANNING - CHECKLIST

EVENT NAME :		
EVENT DATE:		
EVENT LOCATION:		
EVENT COORDINATOR:		
DATE DUE	TASK	RESPONSIBLE
	<input type="checkbox"/> Determine objectives of event with key stakeholders	
	<input type="checkbox"/> Set proposed event dates <b>Top Tip: Don't forget to check for any major sporting events or holidays that might make accommodation and travel</b>	
	<input type="checkbox"/> Request Cliftons venues, costs and available dates <b>Top Tip: Cliftons can assist with venue management anywhere in the world!</b>	
	<input type="checkbox"/> Plan course fees	
	<input type="checkbox"/> Plan delegate numbers and breakout sessions	
	<input type="checkbox"/> Plan travel requirements	
	<input type="checkbox"/> Plan if catering is required	
	<input type="checkbox"/> Prepare draft budget	
	<input type="checkbox"/> Design event logo and promotional material (including online registration, name badges, collateral, PowerPoint presentation)	
	<input type="checkbox"/> Design course Program and set-up Online Registration <b>Top Tip: Cliftons can arrange an online registration service for your events</b>	
	<input type="checkbox"/> Decide on who you would like to present and invite Presenters	
	<input type="checkbox"/> Schedule monthly event review sessions with all key stakeholders	
<b>3 MONTHS OUT</b>		
	<input type="checkbox"/> Promote event: online registration, website listing, industry magazines, newspapers, database	
	<input type="checkbox"/> Plan Catering requirements <b>Top Tip: Make sure you survey all attendees for dietary requirements and relay them to Cliftons</b>	
	<input type="checkbox"/> Stock take on collateral - order if required	
	<input type="checkbox"/> Plan Technical requirements to ensure each facilitators requirements can be accommodated	
	<input type="checkbox"/> Monthly event review session with all key stakeholders	
	<input type="checkbox"/> Confirm Presenters	
<b>6 WEEKS OUT</b>		
	<input type="checkbox"/> Order printed course materials <b>Top Tip: Cliftons has a Print Shop! We can print, bind and courier your course material for you.</b>	
	<input type="checkbox"/> Draft VIP invite if specialty speakers, Board members or guests are requested to attend	
	<input type="checkbox"/> Confirm final room requirements - send confirmation form to Cliftons to confirm room/s	
	<input type="checkbox"/> Draft media release if required	
	<input type="checkbox"/> Draft run sheet (including times) for Presenter/s	
	<input type="checkbox"/> Draft participation certificates	
<b>3-4 WEEKS OUT</b>		
	<input type="checkbox"/> Research Travel & Accommodation bookings <b>Top Tip: Cliftons can arrange hotel accommodation for you at preferred hotels nearest our facilities</b>	
	<input type="checkbox"/> Send course material and handout requirements to Cliftons for printing and distribution.	
	<input type="checkbox"/> Conduct final marketing campaign to build numbers if required	
	<input type="checkbox"/> Produce final event program	
	<input type="checkbox"/> Telemarket for final registrations if required	
	<input type="checkbox"/> Check AV requirements with Presenter/s and inform them of venue location	
<b>2 WEEKS OUT</b>		
	<input type="checkbox"/> Confirm final program with the Presenter/s	
	<input type="checkbox"/> Finalise Cliftons room set-ups	
	<input type="checkbox"/> Confirm all signage requirements	
	<input type="checkbox"/> Confirm travel plans and transport bookings <b>Top Tip: Cliftons can provide you with a site map of each of its locations and a hotlink for online guides to email</b>	
	<input type="checkbox"/> Reconfirm delegate numbers and confirm catering requirements with Cliftons	
	<input type="checkbox"/> Confirm audio-visual and technical equipment requirements with Presenters	
	<input type="checkbox"/> Confirm audio-visual and technical equipment requirements with Cliftons	
	<input type="checkbox"/> Run through all presentations/images making sure you have the final versions	
	<input type="checkbox"/> Send presentations/images to Cliftons for pre-loading making sure you have the final versions	
	<input type="checkbox"/> Sort through stationery box and order items if required <b>Top Tip: Cliftons can provide you with a stationary box</b>	
	<input type="checkbox"/> Compile checklist of items to take to event if not already delivered	
	<input type="checkbox"/> Run sheet and event details sent to Cliftons	
<b>1 WEEK OUT</b>		
	<input type="checkbox"/> Courier additional course materials to venue	
	<input type="checkbox"/> Reconfirm final numbers with Cliftons	
	<input type="checkbox"/> Advise catering / dietary requirements of attendees to Cliftons	
	<input type="checkbox"/> Finalise attendee list - have you ordered name badges? <b>Top Tip: Send your attendance list to Cliftons to arrange name badges for your attendees</b>	
	<input type="checkbox"/> Print copy of final multi-media presentation and program for Presenter; send to venue for course material	
	<input type="checkbox"/> Friday before event - Internal staff briefing/staff roster	
	<input type="checkbox"/> Confirm with Cliftons that all course materials have been delivered	
	<input type="checkbox"/> Send Cliftons final class list for each attendee to sign on day one of event	
<b>EVENT DAY</b>		
	<input type="checkbox"/> Cliftons can forward the signed class list to you for checking attendance after your course has started	
	<input type="checkbox"/> Cliftons can set-up course material before you arrive (we provide pens and lollies in all rooms)	
	<input type="checkbox"/> Cliftons can provide pens free of charge for all attendees	
	<input type="checkbox"/> Cliftons provides tea/coffee/biscuits and hot chocolate all day free of charge	
	<input type="checkbox"/> Cliftons provides helpful staff and technical assistance if you require anything during your course	
<b>POST EVENT</b>		
	<input type="checkbox"/> Reconcile attendee registrations	
	<input type="checkbox"/> Finalise budget and make final payments to suppliers	
	<input type="checkbox"/> Provide your Cliftons Account Manager with venue feedback	
	<input type="checkbox"/> Schedule your next event	