

### Event Organisation Checklist

- ☐ Arrange a speaker
- ☐ Provisionally book a venue & greenroom/ reception or dinner venue if applicable
- ☐ Confirm the date (release any room bookings on dates you no longer require), (apply for the public lecture programme?)
- ☐ Book stewards (the legal minimum of stewards required is the number of fire exits in the room you are using. Staff and students can also act as stewards)
- ☐ Confirm a chairperson
- ☐ Publicise your event – submit the event web-listing form, submit your event for the events leaflet, tweet/facebook, email students, promote it on your department's website
- ☐ Book catering for the greenroom/reception/dinner
- ☐ Book AV
- ☐ Consider set-up:  
Do you need to hire a tablecloth?  
Arrange furniture to be delivered by the porters (tables/chairs)  
Do you have water, pads and pens for the speakers?
- ☐ Provide the speaker and chair with a schedule for the day
- ☐ Provide the chair with speaking notes and the chairperson's guidelines
- ☐ Brief stewards in writing by email before the event
- ☐ Make sure a member of staff is there to supervise the event on the night

*\*Please note: this is not an exhaustive list but is intended to provide you with a checklist to ensure the basics are in place.*