

EVENT CHECKLIST

Event Name	
Event Date & Time	
Venue	
College/ Portfolio	
Key contact/s	

PRE-EVENT PLANNING

As early as possible but no later than 8 weeks before the event

- ☐ Identify goals, objectives and KPIs of the event and communicate with key stakeholders
- ☐ Identify event format including a list of ideal speakers (ie formalities followed by networking)
- ☐ Select and confirm date
- ☐ Draft an itemised budget [budget template](#)
 - ☐ Confirm budget if funds are not already allocated
- ☐ Choose a location, venue and/or vendors
- ☐ Prepare guest list
- ☐ Prepare and send out invitation and/or event promotion
- ☐ Prepare run sheet and briefing notes for speakers
- ☐ Select and arrange catering
- ☐ Arrange AV via IDS or external provider
- ☐ Arrange any other external suppliers ie Furniture Hire, Food Trucks
 - ☐ Contractor Induction
- ☐ WHS & COVID19 considerations, if any

Event Format

- ☐ Common event formats include but not limited to:
 - ☐ Presentation and networking
 - ☐ Award ceremony and networking
 - ☐ Celebration event
 - ☐ Breakfast, Lunch or Dinner event
 - ☐ Reception
 - ☐ Public lecture
 - ☐ Online event
- ☐ If you have guest speakers, confirm availability and send them a calendar invite

Confirm date

- ☐ Review calendar and consider other events on same day that might impact your attendee numbers
- ☐ Review date availability with presenters/guest speakers/ MC
- ☐ Once date is confirmed, send all stakeholders involved a calendar request

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Confirm venue

- ☐ Common on-campus venues include
 - ☐ In person event:
 - Plaza, Hub, Studio, Alere Function Centre (North/South), Bedford Park Campus
 - Room 1, Level 1, Boardrooms (North & South) Level 11, Victoria Square Campus
 - Theatre 1, Conference Room 5.29, Tonsley Campus
 - ☐ Online event
 - The Pods, Library Bedford Park Campus
 - Recording Studio, SSS374, Bedford Park Campus
 - Hybrid (in-person and online) at Alere Function Centre
 - ☐ Outside venues:
 - Plaza, Bedford Park Campus
 - Humanities Courtyard, Bedford Park Campus
 - MAB (Renewal SA). Contact Braden Liebeknecht – Braden.Liebeknecht@sa.gov.au
- ☐ Review capacity and layout options of venue – [University Floor Plans](#)
- ☐ To view how to book spaces refer to [here](#)

Consider set up and pack down time when booking venue

- ☐ Consider accessibility requirements ie wheelchair access, hearing loops
- ☐ Consider external supplier accessibility (such as AV) when booking venue
- ☐ Consider whether they provide catering services, or if you need to arrange this externally.

Prepare guest list

- ☐ Consider internal stakeholders
- ☐ Consider industry stakeholders groups (contact your Alumni Partner to assist generating a list)
- ☐ Include presenters/ guest speakers/ MCs in your guest list
- ☐ Consider venue capacity as a limitation

Prepare invitation

- ☐ Consider sending out invitations 4 weeks prior to event
- ☐ Consider RSVP date 2 weeks prior to event especially if catering is involved
- ☐ Usual invitation format:
 - ☐ Dear XX
 - ☐ You are invited to
 - ☐ Date
 - ☐ Time
 - ☐ Location
 - ☐ RSVP by XX
 - ☐ Accept/Decline
 - ☐ If applicable, any dietary/medical requirements
- ☐ Send out a *Reminder to RSVP* eDM 1 week after sending out invitation to those who have not yet rsvp'd
- ☐ Send out a *Reminder to Attend* eDM week of the event
- ☐ Send out online viewing link day of the event, if applicable
- ☐ If event has been recorded, sent out Recording Now Available

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- ☐ Set the ticket limits to one ticket per registration
- ☐ Add clause re COVID restrictions and guidelines
- ☐ If you require an Eventbrite link to be created please complete the form [here](#)

Prepare run sheet

- ☐ The following template can be used, with most common action points included
- ☐ Draft run sheet and send to stakeholders listed in the Owner column, to review and amend times if needed
- ☐ Send finalized run sheet to all stakeholders listed in the Owner column

TIME	ACTION	OWNER
8:00am	Access to venue AV set up Event organizer setup (ie banners, name tags)	Venue AV Supplier Event organiser
8:30am	MC/ Guest speaker arrives	Speaker Name
8:45am	Guests begin to arrive Registration desk opens	All Event organiser
9:10am	Formalities commence	Speaker Name
10:00am	Formalities conclude	Speaker Name
10:05am	Morning Tea served	Caterer
10:45am	Event concludes, guests depart	All
10:45am	Packdown begins	AV Supplier Event organiser

Arrange catering

- ☐ When advising final catering numbers, consider 10% drop off on day of event. ie if you have 50 registered only cater for 45 guests
- ☐ Check they are a registered contractor (see list) [here](#)
- ☐ Consider dietary requirements, Gluten free, Vegan, Vegetarian
- ☐ If serving alcohol, check with caterer if they have a liquor license permit, or apply here https://flindersuni.service-now.com/csp?id=sc_cat_item&sys_id=627819fadbd23380c8e096888a96192c&referrer=recent_items

Suggested caterers include:

Bedford Park	City Campus	Tonsley
Wildernest wildernest@flinders.edu.au M: 0426 035 850 The Tavern ben@burgertheory.com 0422148964 rob@burgertheory.com 0419815660	Taylor and Holmes E: office@taylorandholmes.com.au M: 0476 167 266 Ph: 8354 1716 Sprout E: hello@sprout.edu.au M: 8443 4343	Three little pods E: info@threelittlepods.com M: 0431 601 060

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<p>Toly's E: tolygourmet@gmail.com 82765859</p> <p>Subway E: subwayonuni@gmail.com 0430 026 028</p> <p>Grind & Press E: hello@grindandpress.com.au W: grindandpress.com.au</p> <p>Mr Wuhu (Alex) E: alex@apck.com.au</p> <p>BonVoyage Gourav E: hahndorfororganic@gmail.com</p> <p>The Daily Kitchen P: 0449 901 303 E: hello@thedailykitchenco.com.au</p>	<p>Olio Catering E: ciao@oliocatering.com.au Ph: 0431 247 470</p> <p>Regent Corporate Catering E: george@regentcorporatecatering.com.au Ph: 0412 361 290</p> <p>Out in the Paddock E: events@outinthepaddock.com.au</p> <p>Indulgence Food Design E: events@indulgencefood.com.au Ph: 8362 6002</p> <p>Corporate Platters E: info@corporateplatters.com.au Ph: 8234 0056</p>	
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Arrange AV

- ☐ If hosting an event onsite reach out to Information & Digital Services (IDS) team internally to discuss their capacity to support your AV requirements
- ☐ Check if venue already has AV equipment available to you to use
- ☐ Arrange a practice run through AV, check videos, links etc work
- ☐ Arrange eduroam remote access - <https://www.flinders.edu.au/campus/visitor-wifi>
- ☐ If you need reach out to an external AV supplier, it is University policy that if you receive a quote over \$5,000.00 you need to get another 2 quotes from other suppliers
- ☐ Items to consider you may need to book include:
 - ☐ Microphones for speakers and audience questions
 - ☐ Staging
 - ☐ Visual displays ie. TV or screen
 - ☐ Online platforms
 - ☐ PowerPoint Clicker, Connection Cables
- ☐ Suggested AV suppliers include:

AV Suppliers

Information & Digital Services
<https://staff.flinders.edu.au/colleges-and-services/ids>

EVENT CHECKLIST

Encore Event Technologies

<https://www.encore-anzpac.com/>

Novatech Creative Event Technology

<https://www.ncet.co/>

Scene Change Adelaide

<http://scenechange.com.au/adelaide/>

Arrange Travel & Accommodation

- ☐ Flights
- ☐ Car
- ☐ Parking Permits/Cab Charges
- ☐ Accommodation

Arrange Facilities & Branding

- ☐ Security
- ☐ Cleaning
- ☐ Caretaking
 - ☐ Room Setup
 - ☐ Furniture Requirements ie. Umbrellas, Chairs, Tables etc
 - ☐ Deliverys
- ☐ Maintenance
 - ☐ Gardening - Plants
 - ☐ Electrical
- ☐ Flinders branded resources
 - ☐ Media Wall
 - ☐ Banners
 - ☐ Tablecloths
- ☐ Prizes, Gifts etc
- ☐ Merchandise

WHS & COVID19 Considerations

For more information about event safety visit [Flinders University WHS Website](#)

- ☐ Fill in the WHS Event Risk Assessment and Checklist
 - ☐ Send draft document to College or Portfolio WHS Officer for review before sending final version for approval to DOC or manager
- ☐ Refer to SA Health website for current COVID19 government directions and guidelines on events

EVENT DAY Setup

- ☐ Things you might need to coordinate for the day of your event
 - ☐ Seating (reserved / allocated)
 - ☐ Nametags / Desk Cards

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- ☐ Signage: ie banners, directional
- ☐ Water for speakers
- ☐ Tablecloths
- ☐ Event-day support from your team members

Contact your Marketing & Communications Partner for:

Event Promotion: Social Media, Digital Signage

Creative Assets: PowerPoint, Program, Certificates, Promotional Material

Contact Events Team for registration and merchandise (add links to WRIKE Request Forms)

- Event Support Form click [here](#)
- Custom Merchandise Request Form click [here](#)
- To purchase or enquire about **merchandise from the Flinders Uni Shop** (for business use only) click [here](#)

External Conference Providers

The University does not have any affiliations with any external conference and events providers.

Please feel free to contact us should you require advice.

- ☐ Photographer and talent release forms [Talent Release Forms](#)
- ☐ Event Hire ie Pavilion, Expo & Furniture Hire (White Marquee, Olympic)

Post Event

- ☐ Evaluation survey
- ☐ Invoices
- ☐ Edit and upload videos to website / YouTube
- ☐ Update website
- ☐ Thank you eDM
- ☐ Final report, including:
 - ☐ Overview of feedback
 - ☐ Registration / Attendance numbers
 - ☐ Final Budget
 - ☐ Other