EVENT CHECKLIST

Remember the five steps to organisng an event:

- Turn your Idea into a Plan
- Submit Your Paperwork
- Promote the Event
- Tie Up Loose Ends and Have Fun
- Reflect on How it Went

Turn your Idea into a Plan

☐ Decide when and where your event will take place

☐ Hold a planning meeting with the team - divide responsibilities

☐ Come up with a budget

Submit the Paperwork

☐ Fill out and send in your Risk Assessment

☐ Fill out and send in Funding Request (if needed)

☐ Request an on campus room through the room booking form , or reach out to the venue (cc in the SU)

☐ Request a Native page through the form on the website

☐ Fill out any other essential paperwork (eg Trip Forms or External Speaker forms - the SU can help you figure out what you need)

Promote the Event

☐ Design a poster or leaflet - print it and stick it around campus

☐ Post on social media

☐ Ask the SU to reshare it on Instagram

☐ Speak to the SU about running an in person stall

Event Checklist

<u>Tie Up Loose Ends and Have Fun</u>

☐ Buy everything you need - keep your receipts

☐ HAVE FUN!

☐ Take photos (with permission)

☐ Remind everyone o join your groupchats and buy a membership

<u>Reflect on how it went</u>

☐ Make a list of what worked well

☐ Make a list of what didn't go well and what you would do differently

☐ Send your receipts to the SU for reimbursement

Use this checklist as a basis, and add to it for anything specific to your event.

If you think the above checklist doesn't work for your event idea, reach out to the SU and we can help you make one that fits your needs.