

# Event checklist

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| 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/sIf 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

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| **Notes:** |

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

* Event photography
* Event filming
* Podcast

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| **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)

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