

Planning a presentation/event - checklist

Does everyone involved know what they need to know?

- Employees at the venue – are they prepared to open early if necessary, do they know the details of the programme, who is attending and which rooms/equipment is required?
- Hosts (if different from above) – know the programme, who is attending and which rooms/equipment is being used, domestic details of venue (toilets, fire-drill etc) , copies of any slides they will speak to, support materials etc
- Invitees – do they have the full venue address and the programme (how many have RSVPd? – does someone need to call them to check?)

Venue

- Room (s), equipment and refreshments booked (double check that they can accommodate numbers – i.e. enough chairs etc.)
- Layout of room(s) agreed and who will set up and when (ideally set up and checked on day before)
- How does lighting/heating in the room work and get adjusted?
- Refreshments – tea, coffee, juice, water on arrival – cups, glasses, milk, sugar, spoons, biscuits or pastries? Who is setting up and how will supplies be refreshed if they run out?
- Lunch (if being provided) – enough food, drink and napkins for the numbers involved, check there is good vegetarian option. Where is it being served and who will set up and clear away?
- Where are nearest toilets and fire escapes? – brief host(s)
- Who is the venue contact(s) on the day – what is their number(s) and if a mobile, is there a signal in the building?
- Any access issues for visitors to venue on the day that will need to be catered for?

Materials/kit available

- Laptop (with presentation loaded onto it), projector and screen for slide show? (Spare CD with slide show on it just in case)
- Name badges if being used – prepared in advance
- Table at entrance to room with name badges (and flowers see below)
- List of attendees to check off as people arrive (who will do this?)
- Emergency kit bag – marker pens/paper/pens for feedback forms (see below)/first aid kit/extension lead/stapler/blutak/torch/mobile phone charger
- Feedback forms to hand out at the end

Nice to do – these are often the things that people remember:

- Open windows to freshen up room beforehand
- Name badges and welcome signs on doors carrying organisation's branding
- Facilities notice on back of meeting room door i.e. where toilets are etc.
- Sliced lemon and ice available for water/tea
- Freshly brewed coffee and brown sugar for coffee (decent tea-spoons)
- Fresh flowers at welcome desk