

Event Checklist Template

Specific to Heriot-Watt University Events

Project

Date:

Project Manager:

Contact tel:

Item	Recommended completion date prior to event	Completed on
<ul style="list-style-type: none"> • Set a date - check with the Press & Public Relations Office to ensure that the event is not going to clash with other University events or similar events that may be targeting the same people as you 	1 year	
<ul style="list-style-type: none"> • Book venue (in writing) 	1 year	
<ul style="list-style-type: none"> • Budgeting: Draw up an estimated budget and record actual budget. What to include: venue hire, catering, AV or other equipment, publicity artwork & printing, advertising, overheads, expenses, insurance, income - ticket sales, sponsorship, support-in-kind, contingency plan 5-10% of budget (all where applicable) 	6 months	
<ul style="list-style-type: none"> • Work out if you need to make any new purchases or pay for services - before hiring or buying anything get a number of different quotes in writing from relevant organisations and ensure they state if VAT is included or not or if the estimate is subject to change. The Press & Public Relations Office can provide you with a list of recommended suppliers and internal contacts. 	6 months	
<ul style="list-style-type: none"> • Decide on the format of the evening 	6 months	
<ul style="list-style-type: none"> • Decide if an event programme is required 	6 months	
<ul style="list-style-type: none"> • Draw up list of those involved in event, along with addresses, telephone and fax numbers and e-mail addresses where applicable. The Press and Public Relations Office can provide a list of recommended suppliers and contacts. 	6 months	
<ul style="list-style-type: none"> • Book assistance from the Media Studio 	6 months	
<ul style="list-style-type: none"> • When clear of all tasks, identify help required & the right people to do it. Recommend one person to co-ordinate the overall running of the event and at least three other people to help at the event i.e. to set-up, welcome guests, sell tickets, hand out programmes, answer queries. 	5 months	
<ul style="list-style-type: none"> • Liaise with Graphics & Printing Services on printed materials required i.e. invitations, posters & flyers, banners, name badges, programmes, exhibition display material. 	4-5 months	
<ul style="list-style-type: none"> • Book catering (in writing) i.e. pre-order drinks booking bar, opening times during interval and after event refreshments speakers 	3 months	
<ul style="list-style-type: none"> • Receive proof of artwork from Graphics and Printing Services 	4 months	
<ul style="list-style-type: none"> • Proof artwork and programme (School of Languages may be able to assist with this) 	4 months	
<ul style="list-style-type: none"> • Approve final artwork 		