

## 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"> <li>• Set a date - check with the Press &amp; 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</li> </ul>	1 year	
<ul style="list-style-type: none"> <li>• Book venue (in writing)</li> </ul>	1 year	
<ul style="list-style-type: none"> <li>• Budgeting: Draw up an estimated budget and record actual budget. What to include: venue hire, catering, AV or other equipment, publicity artwork &amp; printing, advertising, overheads, expenses, insurance, income - ticket sales, sponsorship, support-in-kind, contingency plan 5-10% of budget (all where applicable)</li> </ul>	6 months	
<ul style="list-style-type: none"> <li>• 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 &amp; Public Relations Office can provide you with a list of recommended suppliers and internal contacts.</li> </ul>	6 months	
<ul style="list-style-type: none"> <li>• Decide on the format of the evening</li> </ul>	6 months	
<ul style="list-style-type: none"> <li>• Decide if an event programme is required</li> </ul>	6 months	
<ul style="list-style-type: none"> <li>• 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.</li> </ul>	6 months	
<ul style="list-style-type: none"> <li>• Book assistance from the Media Studio</li> </ul>	6 months	
<ul style="list-style-type: none"> <li>• When clear of all tasks, identify help required &amp; 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.</li> </ul>	5 months	
<ul style="list-style-type: none"> <li>• Liaise with Graphics &amp; Printing Services on printed materials required i.e. invitations, posters &amp; flyers, banners, name badges, programmes, exhibition display material.</li> </ul>	4-5 months	
<ul style="list-style-type: none"> <li>• Book catering (in writing) i.e. pre-order drinks booking bar, opening times during interval and after event refreshments speakers</li> </ul>	3 months	
<ul style="list-style-type: none"> <li>• Receive proof of artwork from Graphics and Printing Services</li> </ul>	4 months	
<ul style="list-style-type: none"> <li>• Proof artwork and programme (School of Languages may be able to assist with this)</li> </ul>	4 months	
<ul style="list-style-type: none"> <li>• Approve final artwork</li> </ul>		