

Event Checklist

President	Yes	No
Pre-event		
Have all meeting dates been set?		
Have subcommittees been established?		
Do all subcommittees have a coordinator?		
Do all subcommittees have written instructions and understand their tasks before, during and after the event?		
Do all subcommittees have the right skills mix?		
Are all subcommittees fulfilling their tasks and adhering to their budgets?		
Are the members of the organisation on board and fully informed about the event planning and progress?		
During event		
Are there speeches to be made?		
Has everyone – volunteers, sponsors, donors, committee members – been thanked appropriately?		
Post-event		
Has a special get-together for everyone involved been organised?		
Has the event been evaluated?		
Has everyone been thanked?		

Secretary	Yes	No
Pre-event		
Has the committee contact list been compiled?		
Has the contact list been distributed to all parties (with permission)?		
Have all committee members been given timely notice of meetings?		
Have minutes been distributed to committee members after each meeting?		
Have minutes been filed for future use?		
During event		
Does everyone have a copy of the program?		
Are all rosters and timetables distributed?		
Post-event		
Have thank-you letters been sent?		
Have all records of the event been filed for future use?		

Treasurer	Yes	No
Pre-event		
Has the budget been set?		
Have banking procedures been established?		
Have money handling, recording and counting procedures been established?		
Have trustworthy volunteers been chosen to handle the money?		
Have money bags been sourced?		
Have budgets been allocated to each section?		
Are budgets being adhered to?		
During event		
Does everyone have enough change?		
Are the money-handling procedures working?		
Is the money being stored securely?		
Does anyone need to be paid?		
Post-event		
Have all accounts been settled?		
Do the books balance?		
Do we know how much profit/loss we made?		
Have all grants been acquitted?		

Risk Management	Yes	No
Pre-event		
Have we consulted with other subcommittees to determine what permits (food, alcohol, parking, gaming etc.) are required?		
Have permits been obtained?		
Have we assessed what insurance coverage is required, if any?		
Has appropriate insurance been obtained?		
Have we arranged first aid?		
Have traffic and crowd management plans been developed and communicated to all necessary authorities?		
Are emergency plans in place?		
Have we allocated an emergency coordinator for the day?		
Has the emergency coordinator provided mobile phone details to everyone who needs them?		
Are we adhering to the budget?		
During event		
Do all key personnel know who the emergency coordinator is and what their contact details are?		
Is everything going to plan?		
Are permit conditions and regulations being adhered to (food handling, service of alcohol, parking, gaming etc. – see www.fundingcentre.com.au/help/fundraising-legislation)?		
Post-event		
Has all equipment been accounted for and returned?		
Has the money been securely stored?		

Marketing	Yes	No
Pre-event		
Has a theme been determined?		
Have posters, flyers and programs been designed, approved and printed?		
Have promotional flyers been sent to as many organisations and businesses as possible?		
Have all people in the membership database received a flyer well before the event?		
Has a letter-drop been completed?		
Have paid advertisements been designed and space booked, with careful attention to publishing deadlines?		
Have all the possibilities for free advertising (e.g. What's On columns, websites) been explored and booked?		
Has a media release been written and sent?		
Have the board, staff and other dignitaries been sent formal invitations?		
Have staff email signatures been updated?		
Does the website advertise the event?		
Have competitions been distributed?		
Are we adhering to the budget?		
During event		
Is signage in place?		
Have we determined which marketing methods have drawn people to the event?		
Post-event		
Have websites and email signatures been updated?		
Have flyers, posters, etc. been taken down?		
Have certificates for supporters (volunteers, sponsors, donors, etc.) been designed, printed and presented?		

Donations & Sponsorship	Yes	No
Pre-event		
Have we made a list of possible donors within the organisation, in the wider community, among businesses, and from other sources?		
Have we identified sponsorship possibilities and developed appropriate sponsorship packages (in association with the Marketing Subcommittee)?		
Have we made a list of signage and promotional requirements, as per agreements with sponsors, such as logos in flyers or on the website?		
Have we allocated someone the task of liaising with each major sponsor in the lead-up to the event?		
Have we advertised the need for donations?		
Have we kept a record of all donations?		
Have we provided a list of people to be thanked to the Entertainment & Activities Subcommittee?		
Are we adhering to the budget?		
Have we alerted members to any impending shortfalls in donations and sponsors?		
During event		
Do all sponsors' logos and names appear in the right spots – on signage etc?		
Are sponsors and donors being adequately thanked during speeches?		
Are any sponsors or major donors in attendance, and can we offer them some hospitality?		
Post-event		
Have all sponsors and donors been appropriately thanked?		
Has a list of donors and sponsors been compiled for use in future events?		
Have we evaluated our processes?		

Venue & Facilities	Yes	No
Pre-event		
Have we selected an appropriate site for the event?		
If outdoors, is there enough protection from the weather (e.g. shade near the stage)?		
Has a contingency plan been prepared in case of wet, hot or other extreme weather?		
Is the site plan finalised?		
Has the site plan been distributed?		
Has parking been organised?		
Have all equipment requirements been submitted by relevant subcommittees for sourcing?		
Is all required equipment available, adequate, insured and booked?		
Will there be any other events occurring at or close to the venue that might affect the event, and is this being managed?		
Have banners and other promotional material been collected from sponsors and other partners?		
Are we adhering to the budget?		
During event		
Is the site clean?		
Is all equipment working?		
Is equipment being looked after appropriately?		
Do the toilets need cleaning?		
Do decorations need freshening up?		
Post-event		
Has equipment been cleaned adequately?		
Has all equipment been returned?		
Has signage been pulled down?		
Has rubbish been cleared?		

Entertainment	Yes	No
Pre-event		
Has an entertainment plan been developed?		
Have all contracts for celebrities and other professional performers been agreed and signed?		
Do we have contact details for all performers (and do they have ours)?		
Are performing spaces and seating adequate?		
Is the power supply adequate and safe?		
Have speeches been written?		
Have gifts and prizes been procured?		
Are rules for winning prizes clear and communicated to all?		
Has a list of competitions been distributed to the Marketing Subcommittee?		
Has an equipment list been drawn up and given to Venue & Facilities Subcommittee?		
Have signage requirements been passed on to the Venue & Facilities & Marketing Subcommittees?		
Has a running sheet been developed for the event?		
Has the method for giving away prizes been decided; e.g. for raffles, door prizes, lucky seats?		
Has the MC been informed of the procedures for the event?		
Are we adhering to the budget?		
Have bookings been reconfirmed?		
During event		
Is the stage set up?		
Is the sound working?		
Has everyone turned up on time?		
Are we running to schedule?		
Do we have enough seats?		
Do the entertainers need a drink or something to eat?		
Post-event		
Have all prizes been allocated and distributed?		
Have performers been thanked?		

Stalls	Yes	No
Pre-event		
Have all stalls been finalised?		
Has each stall been allocated a coordinator?		
Has pricing been set for all items on stalls?		
Has a price been set for outside stallholders?		
Has a contact person been allocated to accept outside stall bookings?		
Have we advertised to prospective stallholders?		
Has the Marketing Subcommittee been informed of stalls for use in advertising?		
Have stallholders confirmed display and equipment requirements, and have these been passed on to the Venue and Facilities Subcommittee?		
Are all stallholders aware of parking, set-up and pack-up times?		
Are all stallholders aware of labelling and food handling requirements?		
Have signage requirements (including pricing) been passed on to the Venue & Facilities Subcommittee?		
Are we adhering to the budget?		
During event		
Are stallholders aware of money-collection procedures?		
Do stallholders have bum-bags for collection and storage of money?		
Is the signage all in place?		
Do stallholders have enough change?		
Do any stallholders need a top-up of supplies?		
Post-event		
Have contributors and volunteers all been thanked?		
Have trestles and other equipment been cleaned and returned?		
Has all the money been handed over?		

Catering	Yes	No
Pre-event		
Has the cost of catering been factored into ticket prices?		
Has the format for serving of food been finalised? Buffet, sit-down meal, finger food, BYO?		
Has the procedure for serving drinks been finalised?		
Has pricing for catering been sourced from a variety of suppliers?		
Will there be options for people with special dietary requirements, such as vegetarians, vegans, and people with gluten or nut allergies?		
Has catering been booked?		
Have the risks of serving alcohol been considered and managed?		
Have all food handling and liquor permits been obtained?		
Have volunteers been briefed and trained?		
Are there enough napkins, plates, cutlery, cups etc?		
Is there adequate shelter over the food stalls?		
Is there adequate seating?		
Has an equipment list been drawn up and given to the Venue & Facilities Subcommittee?		
Have signage requirements (including pricing and ingredients) been passed on to the Venue & Facilities Subcommittee?		
Are we adhering to the budget?		
During event		
Is enough food being served?		
Have specialist meals been distributed?		
Is all the signage in place?		
Are licence and permit conditions and regulations being adhered to?		
Post-event		
Have contributors and volunteers all been thanked?		
Have trestles and other equipment been cleaned and returned?		

Volunteers	Yes	No
Pre-event		
Has the number and type of volunteers required been established?		
Are volunteers with special skills or knowledge needed?		
Has the need for volunteers been advertised in the newsletter?		
Has a contact list of volunteers been established?		
Has a job description been written for each volunteer?		
Has a roster been drawn up listing times and tasks?		
Has the roster been distributed to the volunteers and committee?		
Have the volunteers been trained and briefed?		
Have identification badges been created and distributed?		
Have refreshments been organised for volunteers?		
Is there a place to store volunteers' bags and other belongings?		
Is there a comfortable, separate area for volunteers to meet and rest?		
Are we adhering to the budget?		
During event		
Has everyone turned up? Are there enough helpers?		
Does everyone know who's doing what?		
Does everyone have identification badges?		
Is everyone aware of money-collection procedures?		
Is everyone aware of emergency procedures and contacts?		
Has anyone been working too long on a boring task?		
Post-event		
Have volunteers been adequately thanked?		
Have volunteers been asked for their feedback on the event?		