On the day event check list

☐	1. **Visiting Employers & Speakers** • Make sure arrangements for visitors to park and access arrangements are in place • Arrange for members of the committee to meet, greet and look after each employer when they arrive and during the day • Check all equipment requirements are in place and working (from pens and paper to AV equipment) • Ask employers if they are ok with travel arrangements at the end of the day and book any cabs back to the train station if needed
	2. **Hosting** • Make sure members of your team meet up for a quick briefing at the start of the day and are clear about what they are responsible for throughout the day • Make sure one of the committee is responsible for making announcements during the day, keeping an eye on timings, advising delegates what is happening when and where • During the welcome, make sure you incorporate introducing the Bright Futures Society and the committee and tell students how they can get involved • Announce housekeeping i.e. fire exits etc • At the end of the event make sure someone thanks everyone for attending and use it as an opportunity to promote future events
☐	3. **Venue and equipment** • Do you need any signage to direct students to the event and inside the venue to all rooms used? • Check room layouts at least 1-2 hrs in advance of the event • Make sure there is water available for employers in every room • Make sure rooms are ventilated well • Check the PA System is working if you are using one • Check appropriate equipment is in place in each room and is working • Check all facilities are clean and ready and you know where the nearest toilet is to direct people to
☐	4. **Attendees** • How and where are you going to register attendees to make sure all who signed up have arrived? • Are you going to provide name badges/stickers? • Are you going to provide a delegate pack for the day? This may simply be an agenda for the day or paper and a pen? • Is there anything to give out to attendees such as company information and leaflets, how is this going to be distributed?
☐	5. **Publicity** • If you have invited the media make sure someone is responsible for liaising with them • Make someone responsible for taking photographs and gathering testimonials & quotes from those attending as they are great for marketing future events and the Society itself
☐	6. **Catering** • Check that you have everything you need to provide refreshments and that someone is responsible for clearing away between breaks and lunch • Ensure times are confirmed with any external catering providers
☐	7. **End of the day** • Make sure you get feedback at the end of the day by using a simple evaluation form which the attendees complete on the day • Make arrangements for delegates to leave their name badges if provided • Clear up and make arrangements for rooms to be laid out appropriately for the next day • It's a good idea to have an informal team debrief to talk about how the day went and celebrate your success!

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