

<input type="checkbox"/>	<b>1. Decide on event theme</b> <ul style="list-style-type: none"> <li>Insight into a specific career or range of careers? Skills Development? Networking? A mix of these?</li> </ul>
<input type="checkbox"/>	<b>2. Event structure and timings</b> <ul style="list-style-type: none"> <li>Timescales incl. duration of events (1-2 hours; ½ day. Full day etc)</li> <li>Full event project plan &amp; timeline including provisional dates for confirmation of employers; student sign ups by; access to rooms; set up and clear down times etc</li> <li>Talk through your plans with the Bright Futures National Team</li> </ul>
<input type="checkbox"/>	<b>3. Dates</b> <ul style="list-style-type: none"> <li>Have you checked dates with the Union/Careers Service to make sure there are no clashes with large events?</li> </ul>
<input type="checkbox"/>	<b>4. Budget planning</b> <ul style="list-style-type: none"> <li>Is this event actually going to cost you anything to host? Venue/Marketing? If so, how are you funding that cost?</li> <li>Are you having Catering? Is it suitable for various dietary requirements?</li> <li>Are you Selling Tickets?</li> <li>Will you request “cost-covering” by a client?</li> <li>Keep copies of any quotes and agreements and any receipts to be reimbursed by your Union. Double check that the Union is happy to sign these off BEFORE your commit or purchase anything!</li> </ul>
<input type="checkbox"/>	<b>5. Venue</b> <ul style="list-style-type: none"> <li>Have you spoken to the proposed venue about your plans?</li> <li>Do you have a quote (including VAT) if chargeable?</li> <li>It is suitable? Capacity/Location/Access/Noise/Facilities?</li> <li>Do you need to organise transport to the venue?</li> </ul>
<input type="checkbox"/>	<b>6. Employers &amp; Speakers</b> <ul style="list-style-type: none"> <li>What type of companies and organisations would you like to attend?</li> <li>Have you given them appropriate notice and information?</li> <li>Have you proposed the content, date, time and location of the event?</li> <li>Are you charging them any fees? Ensure you request this early, NOT after they have already confirmed.</li> <li>What requirements do they have? i.e. minimum numbers, technical requirements, name and contact details of the actual person attending, parking/travel.</li> <li>Plan your communication in the run up to the event. Send email invitations with all details and subsequent calls etc to help them prepare &amp; know what to expect on the day</li> </ul>
<input type="checkbox"/>	<b>7. Students</b> <ul style="list-style-type: none"> <li>How are you going to attract students to attend?</li> <li>How are you going to control how many attend? Or will you need to?</li> <li>Will students need to sign up on entry (advised) so you know who is there and can follow up with them afterwards? If a non-member will they pay a fee?</li> </ul>
<input type="checkbox"/>	<b>8. Careers/Societies</b> <ul style="list-style-type: none"> <li>Have you approached the Careers Service about this event and discussed your ideas?</li> <li>Does it clash with any other events going on at the same time?</li> <li>Have you spoken to any other societies to collaborate or market to?</li> </ul>
<input type="checkbox"/>	<b>9. Publicity</b> <ul style="list-style-type: none"> <li>How are you going to publicise the event, what works on campus? Who are you targeting with your publicity?</li> <li>Have you spoken to your Union, Academic Departments and the Careers Service to assist you?</li> <li>Check what regulations you need to follow by the Union.</li> </ul>
<input type="checkbox"/>	<b>10. Technical Requirements</b> <ul style="list-style-type: none"> <li>Are you going to need any technical equipment? e.g. AV, sound etc? Is this readily available in your venue?</li> <li>Does it work? Have you tested it? Do you know how to work it or have access to someone on the day who does?</li> <li>Have you confirmed your requirements with everyone involved?</li> <li>What is the dress code for your committee on the day, so they can be recognised &amp; found easily?</li> </ul>