

# Event Planning Check List

<input type="checkbox"/>	<p><b>1. Decide on event theme</b></p> <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"/>	<p><b>2. Event structure and timings</b></p> <ul style="list-style-type: none"> <li>Timescales including 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; pupil / 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"/>	<p><b>3. Budget planning</b></p> <ul style="list-style-type: none"> <li>Is this event actually going to cost you anything to host? If so, how are you funding that cost?</li> <li>Keep copies of any quotes and agreements</li> <li>Are you having Catering? Is it suitable for various dietary requirements?</li> <li>What marketing costs for promotion (e.g. photocopying etc) will you have, if any?</li> <li>Keep any receipts to be reimbursed by the school.</li> </ul>
<input type="checkbox"/>	<p><b>4. Venue</b></p> <ul style="list-style-type: none"> <li>Speak to the teacher/mentor group about proposed venue &amp; your plans?</li> <li>Is it suitable? Capacity/Location/Access/Noise/Facilities?</li> <li>Will you need to organise transport to the venue?</li> </ul>
<input type="checkbox"/>	<p><b>5. Employers &amp; Speakers</b></p> <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 and provided a summary about your school?</li> <li>What requirements do they have? i.e. technical requirements for their session; travel – provide them directions to the school and details of parking</li> <li>You need to know name and contact details of the actual person(s) attending.</li> <li>Plan your communication in the run up to the event both the email invitation with all details and subsequent calls etc to help them prepare &amp; know what to expect on the day</li> </ul>
<input type="checkbox"/>	<p><b>6. Students</b></p> <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 in on arrival (advised), so you know who is there and can follow up with them afterwards</li> </ul>
<input type="checkbox"/>	<p><b>7. Careers/Societies</b></p> <ul style="list-style-type: none"> <li>Have you approached a member of Careers about this event?</li> <li>Have you spoken to any other school committee or groups so they can help you promote the event?</li> </ul>
<input type="checkbox"/>	<p><b>8. Publicity</b></p> <ul style="list-style-type: none"> <li>How are you going to publicise the event? Who are you targeting with your publicity?</li> <li>Have you spoken to your teacher/mentor group about ways of announcing it to pupils and students?</li> </ul>
<input type="checkbox"/>	<p><b>9. Dates</b></p> <ul style="list-style-type: none"> <li>Have you checked dates with the teacher/mentor group to make sure there are no clashes with other events at the school that day? <b>IMPORTANT!</b></li> </ul>
<input type="checkbox"/>	<p><b>10. Tech Requirements</b></p> <ul style="list-style-type: none"> <li>Are you going to need any technical equipment e.g. AV, sound etc?</li> <li>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 that 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>