



# EVENT PLANNING CHECKLIST

The Macquarie University Events Planning Checklist is a useful tool for staff who coordinate events, meetings and visits held on campus. It will help you deliver quality, well-organised events for a University that is renowned for its high standards of professionalism and excellence.

Please note, this checklist is only a guide to assist you with some of the general key steps in event planning for smaller events. We recommend, as a first step when planning any event, to please contact your Events Partner to assess the event requirements and support as some events might have special considerations.

EVENT PLANNING				
Task	Notes / Comments	Allocated to	Due	Completed
Set objectives and theme for the event			8 weeks prior	
Set date and time for the event			8 weeks prior	
Source venue for the event			8 weeks prior	
Book and confirm wet weather backup plan			8 weeks prior	
Draft and finalise event program			8 weeks prior	
Source parking for the event			8 weeks prior	
BUDGET				
Task	Notes / Comments	Allocated to	Due	Completed
Create budget	You may want to consider the following items for your event: <ul style="list-style-type: none"> <li>• Venue hire</li> <li>• Catering</li> <li>• AV</li> <li>• Flowers</li> <li>• Photography</li> <li>• Videography</li> <li>• Printed material</li> <li>• Postage</li> <li>• Advertising/promotion</li> <li>• Parking</li> <li>• Contractors/suppliers</li> <li>• Staff overtime</li> <li>• Security/ facilities</li> <li>• Gifts</li> <li>• Revenue from tickets</li> </ul>		8 weeks prior	
Maintain budget			Ongoing	

## VENUE

Task	Notes / Comments	Allocated to	Due	Completed
Availability sourced, booked and configuration set	Use University web room <a href="#">booking system</a> for University venues or contact <a href="#">Events team</a> for C7A venues (for events held on campus only)		8 weeks prior	
Site inspection & quote	Consider level access and lifts		8 weeks prior	

### CATERING

Task	Notes / Comments	Allocated to	Due	Completed
Contact Property and obtain list of food outlets available on campus			6 weeks prior	
Quote obtained from caterers and confirm details	Please refer to <a href="#">Entertainment policy</a> for more details		4-6 weeks prior	

### COMMS & MARKETING SUPPORT

Task	Notes / Comments	Allocated to	Due	Completed
Content	Draft invitation. Must include: For accessibility needs and information, email (insert contact email) or call on (insert contact phone number).		8 weeks prior	
Online registration (if necessary)	Please contact your Events Partner if you need online registration through Cvent		8 weeks prior	
Advertising, promotion and printing	Please liaise with your <a href="#">Group Marketing Squad</a> for advice and assistance		8 weeks prior	

### SPEAKER MANAGEMENT

Task	Notes / Comments	Allocated to	Due	Completed
Speakers invited and confirmed			6 weeks prior	
Final program and brief provided			3 weeks prior	
Special requirements confirmed (eg AV or access)	Include with brief		1 week prior	
Parking details and maps confirmed	Include with brief		1 week prior	
Gift for speakers	Special considerations to be placed on any relevant gift giving policies.		On the day	
Post event thank you			1 week post event	

### VIP INVOLVEMENT (INCLUDING VC AND UNIVERSITY EXECUTIVES)

Task	Notes / Comments	Allocated to	Due	Completed
Determine VC and Executive requirements and roles			As soon as possible	
Draft brief and requirements	Please contact your Events Partner for further details on submitting a booking form and brief		As soon as possible	

Domestic protocol	Consider the protocol requirements of domestic delegates. Contact Macquarie International for international delegates. E: mi.delegation-protocol@mq.edu.au		As soon as possible	
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### SUPPLIERS

Task	Notes / Comments	Allocated to	Due	Completed
Auslan interpreter/ live captioning organised			4-6 weeks prior	
Transcribing documents into Braille/ audio/ plain text organised			4-6 weeks prior	
Flowers organised			4-6 weeks prior	
Photographer organised	Book via <a href="#">OneHelp</a>		4-6 weeks prior	
Furniture/ theming/ equipment organised			4-6 weeks prior	
Special effects/ stage lighting organised			4-6 weeks prior	
Entertainment organised			4-6 weeks prior	
Signage organised			4-6 weeks prior	
Heating/ air conditioning if required			4-6 weeks prior	

### AUDIO VISUAL

Task	Notes / Comments	Allocated to	Due	Completed
Speaker/ AV requirements sourced			4 weeks prior	
Lapel			4 weeks prior	
Roving mics			4 weeks prior	
Mic & speaker			4 weeks prior	
Laptop required			4 weeks prior	
Recording of event			4 weeks prior	
Data projector & screen			4 weeks prior	
If the event is in a University room/ theatre, contact AVTS for support in the first instance	Contact the <a href="#">AVTS team</a>		4 weeks prior	

### PROPERTY - ON CAMPUS EVENTS ONLY

Task	Notes / Comments	Allocated to	Due	Completed
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Contact Property for assistance	Submit a work order <a href="#">online</a> if you require the following: <ul style="list-style-type: none"> <li>• Special clean</li> <li>• Extra garbage bins</li> <li>• Additional power</li> <li>• Additional lighting</li> <li>• Other work orders</li> </ul>		2 weeks prior	
Contact Security for assistance	Submit a work order <a href="#">online</a> if you require the following: <ul style="list-style-type: none"> <li>• Supplier delivery details</li> <li>• Informed of special event</li> <li>• Parking</li> <li>• Extra security</li> <li>• A-frames</li> <li>• Removal of bollards</li> </ul>		2 weeks prior	
Work order for removal of items post event	Eg bins, lighting, A-frames, etc		1 week prior	

#### WH&S AND RISK

Task	Notes / Comments	Allocated to	Due	Completed
Supplier induction completed	Obtain form from Health and Safety Representative or <a href="#">here</a>		2 weeks prior	
Risk assessment and event safety checklist completed	Obtain form from Workplace safety		2 weeks prior	

#### POST EVENT

Task	Notes / Comments	Allocated to	Due	Completed
Event debrief with stakeholders			1 week post event	
Post event feedback	Assess the need for a survey/feedback post event to determine if event objectives have been met.		During event / post event	
Updated event attendance	Provide to relevant departments for record keeping		1 week post event	
Finalise budgets			1 week post event	
Finalise invoice payments			1 week post event	
Photos/ videos shared			As required	