

Helpful Hints for Event Organisers

Our 10 step guide to planning a successful event

1. **Spatial Awareness:** always visit the venue in advance to understand room capacities, layout preferences and geography of building.
2. **Understand your Objectives:** what are you trying to achieve with this event
3. **Time Scales:** complete a Gant Chart of when information needs to be distributed and then published to the venue. An ideal lead time is typically up to 1 month prior to the event. Example of information to be included: dietary requirements, disability access, registration. Materials to be included.
4. **Materials:** get your materials in order – if they are to be sent in advance of the event, ensure they are addressed to the appropriate person at the venue, (i.e. Conference Co-ordinator) with instructions on where the materials are to be placed. Understand the value of your materials – are they an added/ appropriate benefit?
5. **Expectations:** understanding the venue specifications. Do they meet your requirements? Let the venue know of any changes as soon as possible in order that your requirements can be fully met.
6. **Contract:** ensure you have read through the contract and understand all terms and conditions of the venue.
7. **Ownership of Event:** ensure ownership of event during run up to event and on the day. Always be available to your delegates.
8. **Speaker Requirements:** liaise with speakers/trainers prior to event. Collate any presentations and work out timings per speaker. Set a deadline for information to be sent, approved and distributed. Ensure the venue has all the appropriate information well in advance.
9. **Communication on the Day:** if for any reason some of the specifications have changed on the day of the event, notify the venue as soon as possible (timings, location, classroom layouts, meal or refreshment numbers). Amendments on the day should be kept to a minimum to ensure a smooth and enjoyable event day.
10. **Housekeeping:** make your delegates aware of Health and Safety, as well as where the facilities are located.

