

Conference Check List

Event Organisation Checklist

Topic	Activity	Coordinator	Due Date	Action Complete
Set a date	Check availability of chosen Venue			
	Check travel arrangements are OK			
	Check diary conflicts with venue location and business activity			
	Check keynote speaker availability			
Venue	Check costs			
	Seating plans			
	Health and Safety			
	Disabled Access			
	Catering			
	Delegate rooms			
	Extra Break Out facilities			
	Parking			
	Audio Visual Support			
	Site Plan			
	Proximity to Accommodation (if different)			
	Transport requirements if necessary			
	Events at venue at same time or within 2 days			
	Need to dress or theme the venue			
	Signage			
	Reception area for check in and badges			
	Cloakrooms			
	Potential for transport/travel support			
	Telephones			
	e-enabled for Internet access			
Flag poles for delegate or company flags				
Venue web site for directing delegates				
Images of venue for Conference brochure				
Book Venue				
Transport	Flight options for chosen dates			
	Sea Transport option			
	Transfers from Airport/Harbour to venue			
	Daily transport requirements at venue			
	Flights for speakers			
	Flights for organisers, pre-event			
Freight of brochures/display equipment/AV Kit				
Programme	Set out topics to be covered			
	Allocate timings for topics			
	Find speakers to cover topics			
	Allow breakout time for specific discussions			
	Allow recreational time			
	Consider local speaker(s) to bring local flavour			
	Consider catering and where to eat			
	Find out what equipment will be required			
	Allow question time for each topic			
	Consider keynote speaker to attract delegates			
	Consider workshops and alternate venues			
	Arrange alternates in case speakers cancel			
Have alternate activity option, just in case				
Investigate recreational activities/options				

Budgets	Evaluate all costs accrued to the event			
	Work out delegate costs/package			
	Look for sponsors for the event			
	Seek out support from venue			
	Negotiate deals on transport/accommodation			
	Work out costs for recreational options			
	Finalise Budget for Board agreement			

Invitation Packs	Design Conference pack			
	Design Welcome/Departure Notes			
	Include full itinerary for delegates			
	Include Gifts for delegates?			
	Offer delegate rates for attending, if charged			
	Give choices if a number of hotels being used			
	Include programme with recreational options			
	Agree rate with hotels for extended stays			
	Agree printing and distribution date			
	Decide who will be designing - out to tender?			
	Keep costs to a budget			
	Include booking form			
Agree closing date for bookings				

Promotion	Agree methods of conference promotion			
	Send out invites, packs or initial letters			
	Agree promotional budget			
	Decide on viable numbers			
	Decide on maximum number			
	Seek out PR opportunities			
	Place advertisements inviting delegates			

On Site CheckList

Topic	Activity	Coordinator	Due Date	Action Complete
On site - before conference	Arrange Conference office/desk			
	Provide delegate badges			
	Design and put together welcome packs			
	Ensure delegates know where they are staying			
	Dress location in corporate/theme design			
	Agree table plans for functions			
	Check recreational opportunities at venue			
	Ensure disabled access viable			
	Check Health and Safety issues			
	Appoint Health and Safety officer			
	Appoint local liaison officer(s)			
	Arrange local telephone/fax/internet			
	Arrange printing/copying facilities			
	Secure cloak room space			
	Check parking arrangements are in place			
	Check security for the venue			
	Ensure maps are readable and work			
	Check transport providers are prepared			
	Ensure signage is in place			
	Check AV in place and working			
Ensure on site team know who is doing what				