

Event Checklist

Event Reminder Checklist

Item	Comments	
Plan of action/timetable		
Planning Group		
Local councillor informed		
Statement of aims of event		
Day and Date		
Time		
Venue Booked		
Public transport routes		
Car parking/disabled bays		
Wheelchair access:		
Front of building		
Meeting rooms		
Toilets		
Space for crèche		
Extra room(s) needed		
Speakers		
Chairperson		
Workshop		
Leaders		
Note takers		
Refreshments		
Publicity:		
Plain English		
Leaflets/Posters		
Return Slips		
Closing date for applications		
Location map		
Tel no for more information		
Publicity circulated widely		
Info. In Braille or on tape required		
Advert in paper		

Press Release		
Crèche-staff		
Equipment:		
OHP		
Tape Recorder		
Video		
Television		
Lap Top		
OHP		
Power Point Projectors &		
Laptop		
Screen		
Flip Charts		
Extension Cables		
PA		
Seating Layout		
Hearing induction loop		
Ethnic minority language interpreter.		
Sign language interpreter		
Heating		
Lighting, water and cups		
Toilets/disabled toilets		
Procedure if fire alarm rings		
Display Boards		
Staff on hand if needed		
Resources:		
Info/conference packs		
Creative Tool Box		
Evaluation forms		
Photocopying		
Payment of Bills		
Payment of speakers		
Thanks to all involved		
Evaluation Report		
Registration:		
Signing in		
Badges		