

Event checklist

Checklist: Tick when completed	
Appropriate venue identified?	
Disabled access?	
Sufficient car parking? NB need for disabled provision.	
Is venue well known? How many will it hold? Will it suit layout, theatre style, round tables, board style?	
Is it accessible by public transport?	
Best time?	
Visit venue beforehand, understand fire arrangements, emergency exits etc	
School holidays: will these affect arrangements?	
Are you going to allow informal meeting time before meeting starts?	
Who will be on the platform?	
How many staff will you need on the day – signpost, sign in, facilitators, scribes, floating staff?	
Where will people who might answer questions be: on platform or with audience?	
Seating arrangements. NB wheelchairs/Sensory Impairment/lighting	
How basic is the information you need to give to set the scene?	
Agenda?	
Do you need a sound system/loop system/British Sign Language interpreter?	
Presentation of information: avoid jargon and patronising tone	
PA system?	
Does the venue offer a presentation screen and projector?	
Who will bring the laptop with presentation on?	
Stationery, post-it-notes, comment cards, door signage, pens?	
Do you require name badges?	
Would it be best to have specific experts present to answer specific questions?	
Will speakers need a presentation pack and training?	
Do you need facilitator and scribe guides?	
Do the public need an information pack?	
How do you anticipate the public will receive your message?	
Is the meeting to inform, engage or provide information?	
How will you evaluate the meeting? Evaluation sheets?	
What can the meeting change? How will concerns be raised?	
Next steps, how will you feedback?	

NB: Refreshments: consider cultural / dietary needs and perception.