

Organising a Conference: Checklist

Organising a successful conference requires significant planning; expertise, preparation and dedicated resources (refer following checklist as indication of work required). Please consider the following factors before you commit to hosting a conference on behalf of ECU:

1. Ensure you have the endorsement/approval of your Head of School/Executive Dean or Centre Director before agreeing to host a conference.
2. What are the tangible benefits it will provide to ECU and/or your faculty/team members and are the benefits worth the effort to host the conference?
3. Do you or your team members have the resources to dedicate to organising the event properly?
4. If not, can the conference be hosted at a venue (i.e. a hotel), that provides a professional conference organiser (PCO) that can assist.
5. If this is a large, significant conference, a dedicated professional conference organiser should be factored into cost of conference (passed on to attendees via registration fees).
6. Have you considered not hosting the conference?
7. Corporate Events have a full calendar of events and can provide advice but do not have the resources to undertake event management for every conference or event ECU hosts – therefore the following checklist is provided to assist you in organising a conference, should you wish to pursue this activity.

If you have considered the above criteria and determined it is worth proceeding with organising the conference, please use this document to assist you in the planning and execution of a conference on or off campus.

Please note, while there is a difference between completely hosting/organising a conference (either at ECU or an external venue) and agreeing to have a conference held at ECU (in which the external party takes responsibility for most of the organisation), both, will require dedicated resources and time from your team, along with engaging with numerous parts of the University to ensure it is executed properly and to a high standard.

If the conference involves any VIPs (e.g. ECU Executive Team, Ministers, or other government officials), please contact the Corporate Events Office on ext. 2011 / corporate.events@ecu.edu.au to ensure the relevant protocols and processes are followed.

1. Budget & Conference Funding

- What is the event budget? See the [Budget template](#).
- Refer to previous year's event budget (if applicable).
- How is the event being funded?
- If funding is provided through delegate registration costs, the total event cost must be established before fixing the delegate registration prices.
- Work out the number of delegates, the number of nights required for their accommodation and any other special events (like conference dinners and tours etc.), that are required for the success/ viability of the conference.
- Work out exactly what costs need to be covered via the income from the registration fees. Can other funding be sourced to assist in covering the event costs?
- Will the conference be sponsored? What are the terms and conditions of the agreement? Can the sponsor provide any assistance with venue hire, catering, accommodation etc.?
- What is the event cost code?
- Will ECU staff be in attendance? If yes, the conference will be subject to FBT. For further information about FBT implications on the conference please, contact the [ECU Tax Management Team](#); and
- For items obtained from external suppliers, e.g. marquee or catering, you should request three quotes and compare them with costs from the last or similar event (if applicable).

2. Conference Date

- Is there enough time to plan the event? Even for a relatively simple, small conference you should allow at least 3 months lead-time to secure a venue, promote the event effectively, get executive sign-off, confirmation of attendance from key stakeholders, etc.
- Have you checked what other major events may be happening on the same date at your venue or in the vicinity, that could adversely affect attendance numbers, venue choice, accessibility, etc.?
- Will there be any issues with transport/access to the venue? Contact [Transperth](#) (Public Transport), to see if there are any rail disruptions that might affect your attendees getting to and from the venue; also contact the local city councils for any major road works or closures, etc.
- VIPs may have date restrictions, e.g. Government dignitaries may be sitting in Parliament. To maximise the likelihood of dignitaries attending, it is best to check which dates are most suitable for them prior to setting dates for the conference.

3. Event Stakeholders

- Who needs to be involved in the planning of this event (consider both internal and external stakeholders)?
- If inviting the Vice-Chancellor or other members of the Executive Group, ensure a formal calendar invite is sent to them (via their Executive Officer), so that it is clearly booked in their calendar. Ensure the calendar invitation includes travel time to and from the venue, a map and parking details.
- Does the event need an organising committee?
- Clearly define committee member roles and expectations at the beginning of the planning stage, document it, obtain sign-off and ensure it is clearly communicated and understood by all parties.

4. Guest List and Invitations

- Who will be compiling the guest list? Ensure sufficient details are captured in the guest list, e.g. mailing address, email address, contact number, full name including title and other post-nominals.
- How many people are to be invited? Does the selected venue have sufficient capacity?
- How many people are expected to attend? Does the venue require a minimum number of attendees?
- Are there any VIPs (guest speakers, politicians, company CEOs etc.)? Refer to the [Forms of Address](#) document to ensure the correct use of titles, post-nominals and salutation is always followed.
- Most VIPs will require a completed Order of Proceedings document sent to them at least two weeks before the event.
- Are any Aboriginal and/or Torres Strait Island guests attending? Refer to ([Guidelines for Recognising Aboriginal and Torres Strait Islander Peoples and Country](#))
- Are guests' partners to be invited? If so, any ECU staff partners or family members will attract FBT as well as the staff member.
- Who will the invitations be sent on behalf of, and who needs to sign-off on the design and final guest list?
- What is the dress code?
- Include expected finish time of event in your invitation.

Invitation design

- Will the invitations be posted, emailed or both?
- For electronic email invitations, see the [Outlook invitation day](#) template and [Outlook invitation night](#) template.
- Ensure the logo placement & design complies with the ECU Corporate Style Guidelines. Refer to [Corporate Style Guidelines and Templates](#) for the latest version.
- Have you included the event date/venue/start and finish time on the invitation?
- Is there a dress code? Has it been included on the invitation?
- Are printed invitations to be created using the ECU silver DL invitation cards (which can be ordered through the [Marketing and Communications Services Centre](#)) with printed inserts, or will they be printed externally?
- If using ECU silver DL invitation cards, refer to the [DL invitation insert template](#).
- If externally printed, the brief is to be given to printers 8 weeks prior to the event. ECU's preferred print and design supplier is [Key2Creative](#).
- Ensure invite is proofread by management, Vice-Chancellor's office (if coming from Vice-Chancellor) or relevant stakeholders (if appropriate) prior to printing.
- Global All Staff email invitations – ensure standard template is used (Corporate Events Office can provide this) and that approval is sought from relevant line executive. Global All Staff emails are issued by ITSC.
- Ensure alternative modes of transport are promoted within the invitation, e.g. link to [Transperth](#) website or carpooling site for staff.
- Ensure dietary requirements are requested, such as Vegetarian, Gluten and/or Dairy Free, Halal, etc.

Invitation RSVP

- Invitations should be sent out no later than 4 weeks prior to the event.
- The RSVP date should be at least 5 days before the event (selected in conjunction with the catering company's notification of attendance number requirements).

- Who is responsible for receiving RSVPs?
- Send out Confirmation of Attendance reminder email the week prior to the event with an event location map and parking instructions. This is particularly important for VIP parking (like the Premier or other dignitaries).
See the [Outlook confirmation of attendance](#) template and the ECU [Corporate Style Guidelines and Templates](#) for all campus maps.

5. Marketing/Advertising/Sponsorship

- Does the event need to be advertised to achieve desired attendance numbers?
- You should allow at least 6-8 weeks for an effective advertising/marketing campaign.
- Would you like this event promoted externally or internally? Please contact the [Corporate Communications](#) team at least 2 months prior to the event.
- Ensure quotes for any marketing/advertising are obtained well in advance to ensure you have budget to cover this expense.
- Ensure you liaise with your Centre/School's Corporate Marketing account manager if advertising/ marketing collateral is required.
- Your promotional material needs to meet the [ECU Corporate Style Guidelines](#)
- Is the material and information you are using up to date?
- Are there opportunities for sponsorship? See [ECU applications for sponsorship guidelines](#).

6. Venue

- Has a venue been selected?

Internal venue

- If the event is to be held on an ECU Campus, complete the [Application to Conduct a Function on Campus](#) and [Risk Criteria for Functions on Campus](#) forms and return to the Campus Support Office (CSO) for the campus on which the event will be held;
- Do you require extra bins and recycling bins? Recycling bins should be available at all events. Contact CSO to arrange this.
- Will the venue require cleaning before/after the event? Contact CSO to arrange this.
- Contact ECU's Security and Traffic Services on extension 3000 to discuss all parking and security requirements for your event.
- If the event will run after hours, contact ECU's Security and Traffic Services on extension 3000 to ensure rooms are kept open.

External venue

- A site visit is recommended for external venues. Refer to [Site Visit Checklist](#)
 - Does it have capacity for the number of people predicted to attend? Remember a venue that is too large will make the event feel as though it isn't well attended and waste energy to heat/cool when not necessary.
 - Is it booked? Deposit paid? Contract checked over?
 - Does the venue have disabled access and parking facilities?
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- Does the venue have sufficient and suitable parking for all delegates, including access to public transport and/or drop off zones for taxis and buses?
 - If attendance numbers increase, can your venue accommodate them?
 - Is the venue comfortable? As delegates are often in the venue for long periods, try to ensure the room has natural daylight and that the room allows for *banquet style* seating set-up, i.e.

delegates to sit at round tables facing the speaker, and that refreshment breaks are in a separate area so that delegates are not in the same space all day.

- Are the chairs comfortable and/or suitable for sitting in short or long periods? Do the delegates require tables to write on or use their laptops/tablets? Does the venue have security for high profile delegates?

IT Requirements

- Will guests/delegates require temporary access to ECU's IT systems, including internet access?
- If so, contact the IT Service Desk on ext. 6000 to request temporary logins for guests at least 2 weeks before the event.

7. Parking and Delegate Transport

- Is on-site general parking available?
- Are there ACROD (disabled) parking bays at or close to the venue?
 - Will they be available to event guests?
 - Is the venue easily accessible to and from these bays?
 - Have guests been notified that these facilities are available should they need them? (Include a note in the invitation/RSVP page).
- If the venue has paid parking, can you organise a conference rate for your delegates?

Events on an ECU Campus

- Have traffic and parking requirements been approved? Contact Traffic Services to organise parking for guests. Special parking arrangements for VIPs, caterers, media or Aboriginal or Torres Strait Island Elders attending the event can be arranged via Traffic Services (CSO may also require notification of these arrangements).
- Are parking permits required? If so, arrange to distribute parking permits to guests with a parking map (either with the invitation or electronically after guests have registered their attendance).
- Arrange with CSO for parking signs to be displayed on campus for the event. Reserved signs are to go out first thing in the morning or the night prior to ensure that bays are kept available.
- Parking bays for high-profile VIPs (such as the Premier), should not be marked with their names – they are to be identified by VIP Parking 1, VIP Parking 2 and so on.
- Do you need to organise transportation for delegates – e.g. on arrival, from airport to accommodation, between accommodation and conference venue, or to/from conference dinners?
- Alternatively, you may need to provide details of public transport options to delegates.
- Who is covering the cost of any transport requirements?

8. Vehicle access and Vehicle hire – on an ECU Campus

- Do you have supplier/contractor vehicles coming onto campus to load/unload equipment, furniture or infrastructure such as marquees?
 - Ensure you have all supplier contact details
 - How many vehicles will be on campus and what are their sizes and weights? There are load restrictions for vehicles coming on to campus, especially if they will be working on the grassed areas by Building One (which is above an underground parking lot) and the outdoor theatre in the Pines. Contact ECU Grounds team on ext. 2249.

- What date/time will the vehicles be on campus?
- Contact CSO and Security & Traffic Services to find suitable locations for vehicles to load/unload.
- Provide CSO with the date and time vehicles will be on campus.
- Determine if vehicles require parking permits. Do you require use of the CSO golf buggy to move items around campus or a fleet vehicle?
Contact CSO to book vehicles.
- Contact CSO/Security to discuss any bollards that may have to be removed for vehicle access/unloading, etc.

9. Accommodation

- Is accommodation required for interstate/international delegates?
- Is accommodation close to the conference venue? If not, you may need to organise coach transfers and this will need to be included in your budget.
- Are there enough rooms for all delegates in the same hotel?
- Is the hotel in a good location, i.e. safe and showcasing Perth to interstate/international visitors?
- Can the hotel provide a group rate for large bookings? If so, arrange with the hotel how best to manage this.
- What is their cancellation policy? Ensure delegates are made aware of this.

10. Delegate Ice-Breaker Activities / Trips

- Do you need to organise any ice-breaker activities or optional trips for delegates? E.g. Trip to the Swan Valley, day-trip around Perth City and Fremantle?
- Who will be paying for this – ECU / external body / delegates?
- Ensure activities / optional trips are built in to the conference schedule if appropriate and advertised to delegates in advance, so that bookings can be made etc.
- The Corporate Events Office can provide suggestions about activities / tours.

11. Staffing for the event

- Who will be main conference facilitator on the day/s?
- Will you have someone on the registration desk to mark off people as they arrive and distribute name badges? (Name badges for ECU staff should be available as a backup at the event but not kept on registration desk). See [Name Badge template](#)
- Will you have someone greeting VIPs?
- Do you require staff to manage parking/traffic control?
- Do you require a staff member to meet caterers, suppliers or entertainers?
- What other staff requirements are there?
- Will you have a senior staff member responsible for other staff?
- Will staff be required to wear a uniform or name badges? – Use your own ECU name badges or see [Name Badge template](#).
- Will staff be paid? If so at what rate? Or will they be volunteers? Will they require catering and / or accommodation?
- Will you need to have a rehearsal/staff briefing prior to the event?

- Develop a contact sheet of all staff and suppliers.

12. Security

- Do you require security to patrol, bodyguard, open rooms, remove bollards, etc.?
 - Before the event?
 - During the event?
 - After the event?
- Are there any special security requirements, e.g. VIPs such as the Prime Minister, visiting?
 - If so, contact ECU Security to notify them of the event; and
 - Work with ECU Security to compile a list of things they may be required to assist with, such as liaising with external security, e.g. Prime Minister's security.

13. Catering - food and beverage

- What is the catering budget (GST inclusive)?
- Will the style of the event be formal, semi-formal or informal?
- If the conference is in a hotel, can the hotel provide all catering, including dinners?
- What type of food will be served, e.g. canapés or sit-down, table-service or buffet?
- When will the food/beverages be served, e.g. before, during or after the main event?
- Is the catering sustainable? Refer to [Sustainable Catering](#) checklist for guidelines.
- For all-day conferences, ensure there are enough breaks for delegates to be comfortable. Try to ensure that food can be served in a separate room/area to where the conference is being held to allow for a change of scenery.
- Often, conferences that are run over multiple days host a conference dinner. It is usually best to change the scenery restaurant/ private area in this case. This will need to be arranged with the venue, so provide enough time to make all appropriate bookings.

Catering company

- Will you be using an external catering company?
- Request quotes from caterers prior to event.
 - Will the style of food served suit the event? E.g. if promoting good health, no unhealthy/fried food, etc.
 - Does it fit within the budget?
- Compile catering company contact details including:
 - Function Coordinator's name;
 - Function Coordinator's office number;
 - Caterer's on site Event Coordinator's name; and
 - Caterer's on site Event Coordinator's mobile number.
- What equipment will the caterers require?
 - Furniture/equipment requirements (trestle tables, table cloths, servers, glasses, jugs, etc.).
 - Will they be providing this equipment themselves or will you need to source this from elsewhere?
 - Are there sufficient facilities for the Caterer's' set-up, e.g. kitchen space available?
- Is power required and available?
- Is there space for a bar to be set up if required?
- Provide caterers with final guest RSVP numbers at least 5 working days prior to the event – check with supplier as each company's notification times differ.
- Ensure you meet the caterer at the venue to go over all of their logistics, including power requirements, parking, arrival and departures for staff (parking and unloading) and suitable space for them to set up. Also discuss how things will be set up, including layout of tables, self-serve areas, etc.
- Complete a run sheet for the Caterer at least one week prior to the event, explaining when their staff should arrive, when the food should be ready to be served and cleared away, when the service should stop and when they should be bumping out.
- If the event is on an ECU Campus:
 - contact CSO about induction requirements for the Catering company; and
 - Check whether the fire alarm (if in the room near the kitchen) needs to be disabled. If so, contact Maintenance to arrange, and notify caterers of nearest emergency alarm button.

Beverages

- What type of event is this? Would alcohol be appropriate? If you are serving alcohol, ensure the venue/caterers have the relevant licences.
- Are the beverages appropriate for the time of day?
- Do you require bar staff & wait staff to serve beverages?
- Do you have sufficient equipment, e.g. glasses, etc.?
- Do you require power for urns, etc.?
- Do you require ice buckets? Who will provide this?
- Do you require water at the lectern for the speaker/s?
- If the event is on an ECU Campus:
 - You must notify CSO if you are serving alcohol, and you must have a Responsible Service of Alcohol qualified staff member on duty. Complete the [Application to Conduct a Function on Campus](#) and [Risk Criteria for Functions on Campus](#) forms.
 - Depending on the size of your event, you may require an “Occasional Licence” from the Department of Racing, Gaming and Liquor – refer to: [Occasional Liquor Application Lodgement Guide](#) and [Occasional Liquor Exemptions Leaflet](#).
 - Also see ECU's policy: [Alcohol on Campus Policy](#)

14. Furniture, Infrastructure and Décor

- Do you need to hire any additional equipment? E.g. trestle tables for caterers, seating for guests.
 - Where will you be getting the furniture from?
 - Do you require assistance to arrange/remove the furniture?
- Do you require air-conditioning/heating?
- If outside, are marquees/umbrellas required?
- Do you have any other requirements?
 - For example, toilets, refrigeration vans, or BBQs.
- Are there sufficient electrical outlets to operate the equipment?
- Ensure you have all the supplier contact details.
- If the event is on an ECU Campus:
 - ensure the Grounds team are aware of the event if you are using any outdoor space, e.g. marquees;
 - contact the Maintenance team for any electrical requirements; and
 - if you are employing outside contractors, e.g. to erect a marquee, they will need to complete the online induction prior to arrival – Please contact CSO for further details about online inductions

Décor

- Do you require any floral arrangements?
- Do you require a table plan & place cards?
- Do you require menus / menu holders for the tables?

15. Signage

- Is signage required? E.g. parking signage, signage to conference room.
- Do you require promotional signage?
 - Promotional signage (ECU Banners) can be booked via the Marketing and Communications Services Centre on EXT 2373.

- If the event is on an ECU Campus:
 - contact CSO to arrange for directional/parking signage; and
 - Book large A-frames via the Marketing and Communications Services Centre on EXT 2373.
- Do you require a lectern banner? This can be borrowed from the Corporate Events Office by calling EXT 2011.
- Ensure that the [ECU corporate style guidelines](#) are adhered to when producing event signage.
- Who will put out/up the signage?
- Who will remove the signage?
- Ensure all borrowed signage is returned promptly.

16. AV Equipment

- Are there any AV requirements such as platform/staging, microphones, speakers, lectern, multimedia screens, laptop, lighting, musical instruments, sound mixing equipment, cabling, etc.?
- Internal ECU venue- AV requirements
 - If the ECU venue requires a lectern, microphone, speakers, AV equipment, etc., this will require bookings through the Multi-Media Resource Team (different offices and email addresses per campus).
 - Organise to have a trial run of multimedia/AV equipment prior to the event. The AV person will show you how to work the equipment. Please ensure you are familiar with how everything works and let the Multi-Media team know if you need on-the-day support so they can book that in too.
- External venue requirements
 - Check with the venue to see if they can provide the required AV equipment in-house, or if you will need to organise to hire from their preferred suppliers or other.
 - NOTE: A lectern/microphone and speakers are recommended if addressing groups of 20+ people.
- Will you video the event? The Corporate Events Office can provide details of our preferred videographer if required.
- Organise to have a trial run of multimedia/AV equipment prior to the event.
- What is the cost of the equipment hire?
- Will PowerPoint presentations be used? Ensure the [Corporate Style Guide and Templates](#) are used.
- Who is responsible for collecting/returning any borrowed/hired equipment?
 - If goods are not to be returned immediately after the event, have you arranged for them to be stored securely somewhere?

17. Entertainment

- Does the event require entertainment?
- Have the entertainers been booked & confirmed?
- WAAPA may be able to help provide musical entertainment for your event, depending on your request. For further information regarding fees and logistics, please contact Vanessa Perica

(Jazz or Contemporary Music) on 9370 6782 v.perica@ecu.edu.au or Kris Bowtell (Classical Music) 9370 6007 k.bowtell@ecu.edu.au.

- Do the entertainers require any equipment? Parking? Catering?
 - What equipment do they require?
 - Who will be supplying the equipment?
- What are the costs of the entertainment?
- Will there be a sound check?
 - At what time?
 - Have the necessary parties been notified?
 - Has this been included in the quote?
- Entertainer's contact details:
 - name;
 - contact details;
 - hours on duty; and
 - Brief supplied, including number and length of breaks.
- Have performers signed [Talent Release forms](#) if performance is to be recorded in any way? Is AV/Tech support required?

18. Welcome to Country/Acknowledgement of Country

Acknowledgement or Welcome to Country

- All ECU events, whether supported or led by ECU, need to include a Welcome to Country or an Acknowledgement to Country.
- Dr Noel Nannup (or an alternative Elder, if he is unavailable) should do the Welcome to Country for all large-scale community events to formally 'open' the event. The Welcome to Country should receive the appropriate response of thanks before continuing with formalities or any other greetings. The V-C or any other person with the role of Master of Ceremonies is able to thank the Aboriginal or Torres Strait Islander Elder for their Welcome.
- Please contact Kurongkurl Katitjin on Ext 6689 to book an Elder as they manage all relationships and contacts with Elders from the local area.
- Please ensure \$500 (sometimes higher), is included in your budget for an Elder to perform the Welcome to Country.
- For smaller events with lesser attendance and a lower profile, any person can make the Acknowledgement to Country on behalf of ECU to formally welcome guests. The wording is as follows:

Acknowledgment to Country

"I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Nyoongar elders and people."

19. PR/Media/Photography

- Is it desirable to have media present at the event, i.e. is the event newsworthy?
 - If so, contact the [Corporate Communications Office](#) at least two months prior to the event.

- Will photos be taken of the event? Is a professional photographer required? What will this cost?
- Record contact details of photographer:
 - name;
 - mobile phone number;
 - hours on duty;
 - booking & confirmation details.
 - Photographer briefing, indicating key shots required. Refer to [Photographer's Brief](#)
- Ensure that a [Photograph Release Form Student](#) / [Photograph Release Form Staff](#) is filled in by anyone who is photographed.
- On the Confirmation of Attendance email, advise guests that photographs may be taken at the event to be used for marketing purposes. If patrons do not wish to have their photos taken they are asked to notify the event staff on the day.
- If ECU staff, particularly senior management, are speaking at the event, they are encouraged to employ one or more of the university [key messages](#) when referring to ECU in written documentation, at networking opportunities, in speech notes and presentations.
- Please note, if the Vice-Chancellor is speaking at the event, the key messages will be covered within his speech.

20. Risk Management

- CSO requires a risk assessment to be completed for all events conducted on campus – refer to: [Application to Conduct a Function on Campus](#) and [Risk Criteria for Functions on Campus](#) forms.
 - For more information on Risk Management and Risk Registers, contact the [Risk Management and Audit Assurance team](#).
- Have any significant risks been identified?
- Do you require first aid?
- What long will they be required for and what time do you want them to arrive, set up, pack down and depart?
- First Aider details
 - Name; and
 - Contact number/s.
- What will be the cost of First Aid?
- Will the First Aid staff be self-sufficient?
 - Will they require catering?
 - Will they require shade, furniture?
- Do you require a defibrillator?
 - Defibrillator booking is available through Campus Support Office.

21. Licenses, Permits and Plans

- Have Local Council requirements been met? Depending on the size and nature of your conference, you may be required to submit a licence application – please contact the Corporate Events Office for further information.
- Please contact the Campus Support Office for more information about:
 - meeting [Occupational Health and Safety requirements](#); and
 - approval for the placement of electrical cables and equipment.
- Do you require a site plan?
 - Contact the ECU CAD Project Officer in the [Resources and Asset Planning Office](#) to obtain the most current scaled electronic campus drawings.

22. Order of Proceedings and Briefing Documents

- Refer to [Order of Proceedings template](#)
- VIPs – who will meet and greet VIPs in attendance?
- Who will make the Acknowledgement of Country / Welcome to Country?
 - Example Acknowledgement of Country - *I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Nyoongar elders and people.*
- Ensure VIP acknowledgements and apologies are included, if relevant, and a VIP photo recognition sheet is provided, again if relevant - [VIP Photo Recognition](#) and [VIP Acknowledgements/Apologies and Pronunciation](#)
- Ensure a pronunciation guide is provided where necessary (particularly for any VIPs being announced).
- Are speeches required? Who is required to speak? E.g. Student speaker? Guest Speaker? Host? Vice-Chancellor/Chancellor?
 - Have the speakers been notified/been given a briefing/speech notes?
 - Are they available or will they send a representative?
 - Do they require assistance with their speech? If so, please assign an appropriate delegate to write the speech on behalf of the speaker.
- Will there be any presentations, e.g. awards, gifts for guests/VIPs/the guest of honour?
- Will there be a tour of the facilities? Who will escort/greet the tour party?
- At what time will food and beverages be served?
- Ensure enough time is allowed for each function and for travelling time if a tour is involved, etc.
- Ensure a list of 'people to thank' is provided if relevant.
- Have the Order of Proceedings proofed and signed off by management.
- Send copies of the Order to speakers, entertainers, caterers and staff prior to event.
- If there are VIPs attending the conference, e.g. the Premier or Prime Minister, their Office will require you to complete a briefing document well in advance of the event, providing full details about the venue, guest list, VIP's speech requirements, security and parking arrangements, etc.

23. Gifts

- Are gifts required for:
 - Delegates;
 - Special guests;
 - Speakers; or
 - VIPs?
- Who will purchase the gifts?
- Consider using locally sourced products where possible.
- Are they ECU branded?
- Are they appropriate? E.g. alcohol may not be OK for an international guest.
- When/how will the gifts be presented?
- What is the budget for gifts?
- The Corporate Events Office can provide ideas and supplier details for gifts.

24. Things to bring to the event

- Refer to [Bring to Event Checklist](#)

25. Contingencies

- Are there contingencies in place if:
 - there is bad weather;
 - a key speaker is unable to attend; or
 - the AV equipment malfunctions?
- Are there any other things that you may need contingency planning for?

26. The Event/ Conference

- Ensure you arrive early.
- Have all instructions, directions, phone numbers, keys, extra parking permits, seating charts and guest lists with you.
- Do a quick check on facilities and grounds.
- Set up and ensure everything is clean and tidy.
- Do a sound check/run through of any AV equipment.
- Assign a volunteer to be an assistant and to stick close, run errands, etc.
- Ensure any cabling, etc. is gaffer taped to prevent trip hazards.
- Ensure ECU's [Occupational Safety & Health procedures and guidelines](#) are followed.
- If it's an external venue, ensure you have viewed their guidelines/procedures.

27. After the Event/Conference

- Ensure the event area is cleaned and left as you found it.
- Update the guest list, crossing out those who didn't attend and adding in those who did attend.
- Remove any event posters/signage.
- Return any equipment and furniture.
- Return any borrowed keys or contractor passes.
- Send thank you cards, if appropriate.
- Pay invoices and finalise the [budget sheet](#).
- Consider creating a survey and sending out to attendees to obtain feedback for your event debrief – you can use www.surveymonkey.com.
- How did the event go?
- How can we make it better (if it's to be repeated)?
- Record event statistics details such as, the total number of attendees, the break down between staff, students and external guests etc.
- Organise an event debrief – [Event Debrief](#)