



Event checklist

A pot-pourri of prompts

This checklist is intended to help clubs and committees and individuals organising Rotary events.

It is a series of prompts.

Some apply to big outdoor events; some are relevant only to indoor functions. Some are born of common sense; others reflect the growing influence of modern legislation and regulation.

All are apparently obvious, yet all are capable of being overlooked.

If the list goes some way towards helping organisers to enhance further their reputations for professionalism and contributes a little to the success of their events and so does something for the good name of Rotary, those who have compiled it will be well pleased.

Budgets

Overall

- promotion
- venue
- mounting the show
- policing
- printing

Dedicated account/treasurer

Promotion/creating awareness

Timing/schedule

Advertising

- budget
- creation (design, artwork)
- media
 - print
 - radio
 - television
 - web
 - posters
 - handbills

Banners

- creation (design, production)
- Rotary

Posters

- promotional (before the event)
 - creation (design, production)
 - identify sites
 - distribution
- informative (at the event)
 - Rotary
 - charity
 - identify sites

Press/PR

- print (including Rotary)
- radio
- television

Website

- club
- town/local
- Rotary

Tourist authorities

‘Trinkets’

- badges
- T shirts
- hats

NB Ensure consistency of wording/presentation. **Use of RIBI corporate identity standards is recommended** as it strengthens the visual impact of Rotary promotion overall and so contributes towards the achievement of strategic objectives.

Traffic management

Liaison with police

Routes in and out

- flow
- hazards
- risks
- minimising nuisance to community
- signing en route
 - planning approval?
 - installation
 - timing

Tickets

Price – see car park

- advanced sales
- on the day

Categories

- children (decide age)
- family
- OAPs

Printing

- creation

Outlets

- before
- on the day

Transport**Bus service**

- special or existing?
- park & ride
- fares (charge or foc?)
- pick-up/drop-off points
 - identification

Publicising

- advertising service
- vehicle identification

Venue**Assess suitability**

- location
- optimum size
- optimum facilities
- easy access
- cost

Book venue**Access**

- designated routes
- signing
 - venue signing
 - internal signing
 - direction
 - information/warning
- visibility/safety of entry/exit routes, gateways

Car park

- charges
 - pay station
 - signing (cars parked at own risk?)
 - staffing
 - float
 - cash collection
- stewarding
 - identification
 - communication (eg walkie-talkie)
- bays for disabled (wide, adjacent to entrance)

Indoor accommodation

- access for disabled
- layout
- fire exits
- furnishing
 - lectern
- heating
- services

water**electricity**

- decoration
- flowers
- changing/dressing rooms
- display boards

Pay stations

- staffing
- float
- cash collection

Lavatories

- access for disabled
- sufficiency

Catering

- vendors
 - fee
 - range of food
 - pitches
 - waste disposal

Stewarding

- numbers
- hi-viz jackets (Rotary identity)
- briefing
- programme sales

Identification, signing**Fencing, gating**

- mark out-of-bound areas

PA

- commentary point
 - commentary team
 - information
 - evacuation procedure

Groundworks

- anti-mud
- paths
- litter-pick
- restoration

Press facilities

- accommodation
 - furniture
- telephone
- printed press information
- liaison press officer

First aid

- access for ambulance

Site set-up

- access
- working party
- plan of layout

Waste disposal**Security**

Invitations

VIPs

- civic
- Rotary
- greeters/escorts
- reception ante-room
- accommodation for open-air event
 - seating
 - drinks, nibbles

Special interest groups

Former members

Printing

Tickets (see above)

Programmes

- content
- creation (artwork)
- pricing
- distribution

Sit down meal

Caterers

Budget

Select menu

- veggie alternatives
- print menus

Select wine

- in price of ticket?

Table plan

- display board
- table identification
- place cards
- top table (NB senior guest sits to president's right)

Flowers/table decorations

Mementoes (eg for ladies)

Master of ceremonies (NB In addressing gathered throng, MC always starts "Mr President...")

Dress code

Photographic record

Fourpence worths

Speeches

- welcome
- Grace
- toasts
 - loyal
 - other
- responses
- thanks

Identify/book speakers

- CVs/pix for programme

Lectern

- lighting

PA

- type of microphone (lapel for the peripatetic)

Audio-visual

- projector
 - spare bulb
- projector stand
- extension lead
- screen
- laptop if PowerPoint/DVD
- amplification/speakers

Entertainment

Budget

Type

Book

Requirements

- space
- PA
- dressing/changing room
- refreshments (eg in interval)
- MC
- introduction/thanks
- CV/pix for programme

Charities

One or more?

Liaison

Licensing

Red tape

CRB checks

- protection procedures for children/vulnerable people

Risk assessments

- Rotary
- suppliers, sub-contractors

Evacuation procedure

Performing rights (drama, music)

Copyright (words, pix, graphics)

Afterwards

Reports

- local press
- Rotary media
 - club
 - district
- RIBI
- RI

Cheque presentations

Other