**Preparing for an event**

Being organised in the run up to and on the day of your event is key to its success. Having clear roles and responsibilities for those helping to organise the event are vital to this.

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| **In preparation for your event, we would encourage you to:** | | |
| ​​☐​ | If in person, consider any health and safety aspects of hosting your event. For example, do you have materials to carry and how will you do this safely | |
| ​​☐​ | If in person, complete a risk assessment for your event. | |
| ​​☐​ | Advertise your event or send invitations to those you wish to attend | |
| ​​☐​ | consider how you will ask delegates to evaluate the event and give feedback. | |
| ​​☐​ | have a backup plan in the event of a technology fail or speaker being ill. This could include a recorded copy of the presentation or an alternative presenter that could be used for both in person or virtual events | |
| ​​☐​ | assign roles and responsibilities to committee members to make sure everyone knows their role on the day. This could include: | |
| ☐​ | Registration table (in person events) or admitting delegates (virtual event) |
| ☐​ | Monitoring chat feed (virtual event) or being available to answer questions (in person event) |
| ☐​ | Overseeing breakout rooms (in person or virtual events) |

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| **Two-three days before your event, check that you have:** | | |
| ​​☐​ | the attendee list | |
| ​​☐​ | confirmed with the venue/caterer of any accessibility and dietary needs | |
| ​​☐​ | responded to any accessibility requests including requests to receive the presentation slides prior to the event | |
| ​​☐​ | confirmed roles for those helping to organise the event on the day | |
| ☐​ | checked to see if direction signs are required or if the venue will provide this | |
| ☐​ | Set up a feedback form | |
| ☐​ | confirmed with speakers again and agreed timekeeping arrangements if necessary | |
| ☐​ | copies of any slides to be used on the day as a backup | |
| ☐​ | Aspects specific to a virtual event: | |
| ☐​ | logged into your virtual platform account to make sure you can access it and create any polls that you want |
| ☐​ | Aspects specific to an in person event: | |
| ☐​ | printed the attendee list for use at the registration table |
| ☐ | confirmed final numbers with venue and caterer (including any dietary requirements) |
| ☐​ | confirmed with the venue that any requested AV equipment will be available |
| ☐​​ | contacted attendees with final details including how to find the venue and programme for the day |

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| **On the day of your event, you should:** | | |
| ​​☐​ | Check for any last minute attendees | |
| ☐ | arrive early (for in person events) or login in to your chosen platform early to make sure you can sort any issues and start the event | |
| ☐ | Aspects specific to a virtual event: | |
| ☐ | log into your zoom account early to make sure there are no access issues |
| ☐ | open the meeting and if needed, admit event organisers for a pre-event meet prior to the event taking place |
| ☐ | admit attendees as listed on your attendee list |
| ☐ | Aspects specific to an in person event: | |
| ☐ | set up the registration desk |
| ☐ | put up direction signs where needed |
| ☐ | check the room set up is as agreed and that AV equipment is working |
| ☐ | check with venue for any housekeeping matters that you need to notify delegates of (for example a fire alarm test, where toilets are located) |
| ☐ | make sure to collect all left over notes and paper – destroy if needed or recycle these if possible |

Supporting documents

* [RCOT and sustainability - RCOT](https://www.rcot.co.uk/about-us/rcot-and-sustainability)

**Time for reflection**

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| **Use this space to record your reflections on the final part of planning and getting ready to host your event. What would you change for any future events you’re thinking of planning?** |
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