



# NATIONAL CAREER DEVELOPMENT WEEK

"Get excited, get involved and get results!"

*Get the life you Love!*

## EVENT & BIG DAY CHECKLIST

### *Event & Big Day Checklist*

#### *Planning your event*

**Have you:**

- Decided what your event objectives are?
- Agreed on the definition of your target audience?
- Agreed on what type of event you will hold?
- Created a great event team?

**If your team decided to look for event partners, have you:**

- Contacted your Local Community Partnership or other possible partners?
- Met with partners to agree on your objectives and event concept?
- Agreed on the allocation of tasks?
- Decided how your group/s will work together to achieve your goals?

**Has your team:**

- Chosen a date and time for your event?
- Booked a venue (and confirmed the booking)?
- Put your event in the calendar at [www.ncdw.com.au](http://www.ncdw.com.au) ?
- Developed an event budget?
- Worked out how you will cover costs (eg. sponsorship or donations)?
- Confirmed that you have suitable public liability insurance?
- Brainstormed, and allocated, tasks and responsibilities?
- Agreed on a timeline for your event, including deadlines for key tasks?
- Developed a running sheet?
- Developed your event agenda or schedule?
- Defined the role of your speaker and/or celebrity?
- Invited a speaker and/or local celebrity?
- Invited a career development practitioner?
- Considered your equipment needs, and how to source this equipment?
- Developed a plan to promote your event?
- Contacted your local media?
- Developed information materials to hand out at your event?
- Arranged any catering requirements?
- Brainstormed volunteer roles?
- Recruited volunteers and allocated roles to them?
- Arranged transportation if necessary?
- Considered any risks and developed a risk management plan?
- Developed an evaluation form?

#### *Big Day Checklist*

**Have you:**

- Confirmed venue booking, equipment hire and catering arrangements?
- Confirmed attendance of speakers, celebrities and volunteers?
- Checked that your equipment is working (electrical equipment, PA, speakers etc)?
- Updated your schedule, running sheet and risk management plan?
- Put up all your event and sponsorship signs?
- Distributed copies of schedule, running sheet and risk management plan to all members of your team?
- Made sure everyone on your team is aware of their jobs?
- Checked catering – set-up, timing and quality and quantity?

#### *Checklist for after your event*

**Have you:**

- Written thank-you letters to all of your sponsors, volunteers, speakers and celebrities?
- Read all of your evaluation forms?
- Listed the positive and negative aspects of your event (to help you with future events)?
- Followed up on any enquiries or questions you received at your event?
- Issued Certificates of Appreciation?