



Get the life you Love!

NATIONAL CAREER DEVELOPMENT WEEK

"Get excited, get involved and get results!"

VENUE CHECKLIST

Venue Checklist

Name of Event -

Date/s _____ Venue _____

<i>Item</i>	<i>Details</i>	<i>Action Required & who</i>	<i>Status</i>
Room/Venue requirements: Room / venue capacity Expected number of participants Setup style (eg Theatre) Organisers Room Registration area Location for M/T & A/T Location for lunch Facilities for visitors to conduct business on mobile or internet			
Equipment required: Data Projector & Laptop Screen Lectern Microphone/ speakers			
Catering: Morning tea & Afternoon tea Food – type required/available Tea/coffee Water OJ – (by the jug or on-consumption) Alcohol - (sponsored, hourly package or on-consumption) Lunch – cold / hot & cold / finger food Gluten free alternatives, etc			
Visual Props: Organisation banners Sponsors messages/ adverts			
Other support material: Name tags Agenda / Programme Running Sheet for delegates Evaluation Sheet (s) Housekeeping Announcements for MC (include mobile phone instructions, bathroom facilities, etc) Map for finding venue Emergency contacts list			
Parking (for VIP's & guests) Transport options			
Presentations – what format			

Notes: _____