

Organising a special event:

Your checklist

The following list is designed to help you plan and run your special event. It isn't exhaustive so give yourself plenty of time to plan and think it through.

Venue

- Do you need a venue? Is it fully accessible both inside and outside? Are there enough toilets, kitchens, cloakrooms etc.?
- Is the venue safe – particularly late at night?
- Does your venue allow for music, entertainment, alcohol? Can you extend the hours? When can you access the areas for set-up?
- Do you need security?
- Are you restricted to specific caterers, hospitality (flowers, furniture etc.) and entertainment?
- Have you secured a date and have you signed a contract for the booking?
- Is there a minimum spend or fixed price? What are the cancellation terms?
- Walk it through!

Committees and volunteers

- Do you know who is in charge of organising the event and running it on the day? Have you allocated tasks?
- Do you have enough support - organisers, guests, volunteers, sponsors etc.?
- Is there enough time to promote the event, sell tickets and programme space, secure gifts and collect sponsorship?
- Do you have enough help and support not only on the day but before and after too?

Is it appropriate?

- Is the venue and entertainment appropriate for the audience and charity?
- Is the food and refreshment appropriate? Consider dietary requirements, religious and cultural issues.

Making money

- Agree a budget!
- Do you have raffle prizes, auction items, games, photo booths, items for sale or sponsorship e.g. tables, programmes?
- Do you have pre-event gifts or donations?
- Do you have all the materials you need e.g. raffle tickets, a float, information about Bowel Research UK?
- Other things you could include are a good auctioneer and a strong case study to speak.

Practical issues

Pre-event

- Have you arranged the publicity that you need to promote the event?
- Have you prepared a risk assessment?
- Does your event clash with any major dates or times of the year that might affect turn-out? E.g. school holidays, Bank Holidays, weekend/weekday events.
- Will weather affect your event?
- Have you thought through any health and safety regulations (or government guidelines), insurance, license and complied with any procedures or guidelines?
- Is there a crisis plan – injury, major incident, road closure, entertainers/caterers, illness etc.?
- Do you have your timings planned for the event?
- Have you sent any necessary confirmation to the venue and volunteers? Does the invitation tell you everything e.g. dress code, timings etc.?
- Have you arranged a photographer, media coverage, and social media?

- Do you have any VIPs attending?
- Have you arranged transport, accommodation etc.

On the day

- Organise a briefing before the event.
- Look after the VIPs and any press or people helping with social media.
- Have you arranged food and refreshment for volunteers and entertainers?
- Keep contact details for volunteers, committee, entertainment and hospitality (plus reserves)!
- Keep contact details for taxis and accommodation.
- Remember to thank people on the night.
- Have you agreed who gets paid, when and how?
- Clean up duties and cash handling - make sure you allocate these tasks.

Post event

- Thank everyone!

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