



Event Checklist

This is just a small guide to get you on the path to thinking like a great event organiser! Sometimes it can be a bit overwhelming with where to start and each event is unique to the next, so here are some tips to think about for your event's timeline.

FIRST THINGS FIRST

- Starting sourcing and applying for district and community funding that is available to support your event. You can find out about this at whatsonwaipa.co.nz
- Check if you need to complete an Event Application Form at whatsonwaipa.co.nz
- Lock in your venue and date (before someone else books it!)
- Begin drafting your event plan. This needs to include things like:
 - Run sheets – how the event is going to work on the day
 - Equipment lists – often good to list the necessities vs the nice to haves so you can see what your budget can cover
 - Suppliers – who's going to supply the equipment, catering etc.
 - Staffing – who's going to help out on the day, how many people you need
 - Advertising – where and when are you going to advertise your event and what marketing budget you have
- Meet with venue coordinators, external event coordinators and/or the Waipa District Council Event Coordinator to discuss your event plans
- Start investigating if your event needs permits and consents for the likes of traffic management, food vendors, consumption and selling of alcohol, noise and building consents.

MID-WAY TO YOUR EVENT

- Begin work on your traffic management, waste minimisation and health and safety plans. Your venue or event coordinator may be able to help. Otherwise you can check in with the Waipa District Council events team.
- Confirm your plans for marketing and promotions and begin booking any advertising. You will also want to send out any direct mail and mail-outs, organise your posts on social media, and make sure your event is listed (for free!) on the whatsonwaip.co.nz events calendar.

- Lock in your suppliers, entertainment, catering, toilets, lighting, hire companies – if you need it on site and supplied, start locking it in ahead of time.
- Create your site map which will cover exactly where everything is going to go, including entrance ways and where you want to direct traffic.
- Complete your event run sheets including set up times, arrival times of any suppliers and volunteers, event opening times, event pack up etc.

READY, SET, GO

- In the month before your event ensure all plans are complete and have been signed off and briefed with the right staff/volunteers/vendors etc. These plans include your run sheet, site maps, traffic management plans and the like.
- Make sure everyone involved in your event knows exactly what you expect of them on the day. It is handy to distribute an event information pack which explains the purpose of the event, the different roles of people, health and safety information and a complete list of those involved on the day and their contact details.
- Ensure all involved in your event are briefed the morning of your event and use this as an opportunity to go over the plan for the day and any health and safety issues your team should be aware of.
- Keep a level head at your event – if something goes wrong or not quite to plan remember to be calm, assess the situation, ask for assistance from staff and be ready to change the course of action

HELLO FROM THE OTHER SIDE

- Take some time after the event to organise a review. Write down your ideas as well as feedback you've received. Feedback can even be gathered at the event from attendees – just a simple survey asking people: What did you like? What didn't you like? How did you hear about this event?
- Meet with stakeholders to review the event together, this is an ideas gathering time so take it all in; the good and the bad.
- A post-event report can be sent to key stakeholders and sponsors. This report should outline what worked at the event, attendee numbers, feedback, how the stakeholders/sponsors' support contributed to the event, how their support was acknowledged, success of the event, any plans for future events.
- Take a break... and start planning your next amazing event in Waipa!

