

## John D. Fuller, Sr. Recreational/Athletic Complex Meeting & Event Check List

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When it comes to having a successful event, we at the John D. Fuller, Sr. Recreational/Athletic Complex know that planning is essential. This helpful check list can be adapted to any type of event.

### At The Very Start

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- Define
  - The purpose and objectives of your meeting – to you.
  - What will the guests/delegates/attendees gain from participating?
  - Who will be the members of the planning group/event committee?
  - Who is/are the decision maker(s)?
  - Who will be there to help on-site?
  - What do you want to happen? (Work out a preliminary program/agenda).
  - When you want it to take place? (Remember to check dates for other events). Can you be flexible on dates?
  - Where do you want it to take place? (Consider parking, transportation, accessibility for disabled, etc.).
  - What is your budget? (Can you get additional funds if needed. Could you get sponsors.).
  - Whom do you want to attend? Estimate number of guests/delegates/attendees.
  - How long would your event be.
  - Do you need to attract guests/delegates/attendees by public relations? (Develop a relevant media contact list.).
  - Do you need to ensure the event?
  
- Determine
  - Preferred dates and available option dates.
  - Number of seating, format, and size of meeting rooms and other facilities needed each day, including times.
  - Need for breaks, lunches, dinners, receptions, etc.
  - Type of guests/delegates/attendees.
  - Any special requests (e.g. dry erase board, hand held wireless microphone, etc.)
  - Budget.
  - Any other relevant information.
  - A rough draft of the program
  
- Inspect the considered event venue(s).
  
- Consider the offers received.
  - Which facilities will best accommodate your event?

- Book the event venue(s).
- Consider the need for printed material and prepare a timeline for producing it.
- Invite speakers.
- Prepare invitations. Allow the guests/delegates/attendees to note their individual requirements (e.g. dietary) on the response form.

### 3 Months Prior to Your Event

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- Order signs and printed material.
- Order gifts and amenities.
- Start preparing a scenario (to do list with responsible persons assigned).
- Prepare your event budget.
- Consider the unexpected. Prepare contingency plans.
- Invite guests/delegates/attendees.
- Confirm guests'/delegates'/attendees' participation.

### 1 Month Prior to Your Event

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- Choose and confirm catering menus.
- Check development of speakers' presentation(s). Remind speakers of presentation due dates, for copying/production of handouts.
- Check and order speakers' technical equipment requirements.
- Check and order speakers' transportation requirements.
- Finalize printed material production.
- Prepare press release for your event.

### 1 Week Prior to Your Event

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- Check and order speakers' technical equipment.

- Prepare a master copy of all your printed material to bring with you – in case you may need it.
- Confirm all deliveries and pickups.
- Prepare name badges, name tags, etc.
- Send out your event press release. Call up contacts to get confirmation of coverage.
- If you are using your own audio/visual equipment, check that it functions properly and that you have all necessary cords, plugs, etc.
- Prepare a staff briefing kit if necessary (program, contact telephone list, etc.).

## 1 Day Before Your Event

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- Personally check that all material has arrived and is in good condition.
- Get to bed early and getting a proper amount of rest.

## 1 Hour Before Your Event

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- Check event area(s).
- Make sure that all greeters, helpers, etc., are on-site and ready to go.

## During Your Event

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- Relax, smile, and have a great time during your event.

## After Your Event

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- Send thank you notes to the speakers, sponsors, staff, etc.
- Make notes for the next event.