 TITLE OF EVENT

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| --- | --- | --- | --- |
| Action | Detail | Responsible | Status |
| Overview |
| **Type of event** | Lecture/ panel discussion/ workshop/ exhibition |  |  |
| **Project Coordinator, academic lead & Chair** | Who are the key organisational contacts and who will lead the project coordination?  |  |  |
| **Event objectives** | What do you want to achieve by holding this event? Read further information on creating [SMART](http://www.bris.ac.uk/hr/policies/performance/expectationsandobjectives.html) objectives. |  |  |
| **Event measurables** | How are you going to measure the success of the objectives?  |  |  |
| **Date** |  |  |  |
| **Time** |  |  |  |
| **Venue** | Ensure you consider accessibility when using external venues; are there ramps/ induction loop systems/ accessible toilets/ lifts? You can find out more via the University’s [AccessAble](http://www.accessable.co.uk/organisations/university-of-bristol) page. |  |  |
| **Programme/ Schedule** | Order of activities (all timings and locations confirmed)  |  |  |
| **Budget code & costs** | Create a budget at the start of your project – how much money you have and what you need to purchase. Establish a budget code from your Faculty/ Departmental Accountant. |  |  |
| Logistics  |
| **Venue booked**  | Book internal venues through [room-bookings](http://www.bristol.ac.uk/academicregistry/timetabling/web-room-booking/) or contact room-bookings@bristol.ac.uk, leaving enough time before and after your event to set up/ clear away. Make sure you receive email confirmation before you make further arrangements.For advice on which venues may be suitable, contact the Communications & Marketing events team. |  |  |
| **Porters booked** | Additional portering (and a fee) may be required, especially if the event takes place during evenings/ weekends. Contact Matt Davies (M.S.Davies@bristol.ac.uk) to check and book portering early.  |  |  |
| **Speaker/s confirmed**  | Confirm speakers and add to online programmes. Including a range of different speakers can often lead to more productive discussion.Confirm details of any AV/ catering (including any dietary requirements)/ accommodation/ travel requirements/ parking they may need.  |  |  |
| **Speaker/chair briefs issued**  | At least a week before the event send a briefing note to whoever is chairing the event, or expected to undertake key roles, or speaking. Include information on where to go, when to arrive, who will greet them and what to do on the day, plus an expenses claim form if required.If a member of the Senior Team is taking part, they will also require a brief. *See section 5.* |  |  |
| **VIPs** | If you are inviting any high profile speakers, royal guests, civic dignitaries (Lord Mayor/ High Sheriff/ Lord-Lieutenant) or the Chancellor or Vice-Chancellor of the University, contact the Events Team to discuss relevant protocols, and provision of the University visitors’ book. [*Debretts*](https://www.debretts.com/) is also a useful tool when inviting guests with titles. |  |  |
| **Room set-up**  | Confirm how you need the rooms set up and [tell the porters](https://www.bris.ac.uk/staff/internal/portering/?ticket=ST-22617096-trxv3VfiMj3n3BWeCcb6-nAC1004092095) of your requirements well in advance.  |  |  |
| **AV** | Contact Teaching Learning & Collaboration with AV requirements well in advance. If they are not able to cover your event they may recommend external supplier Evans.Will you need microphones/ projectors/ screens/ an audio recording of the event? Are you using your own laptop or the fixed computer? Do you have any sound or video clips? It is vital to organise a sound check with the AV team and speaker before the event begins.You will usually want to create an [event holding slide](http://www.bristol.ac.uk/media-library/sites/style-guides/documents/presentation-template.ppt) with the [University logo](https://www.bris.ac.uk/visual-identity/brand/resources/?_ga=2.87495384.1174672643.1554797618-92096399.1554133748) and event hashtag. Consider [accessibility.](https://support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25)If you are using a UoB laptop, ask security for a guest log-in rather than using your own. |  |  |
| **Filming/ audio/ photography**  | Filming and photography requires subject permissions, especially when involving children. *See section 6.*Contact Communications and Marketing for advice on an approved photographer or filmmaker and discuss audio recording with your AV technician. |  |  |
| **Catering** | You can order catering directly by logging into MyERP, clicking on the Marketplace in the Procurement section, enter your details including budget code and ‘Go Shopping’. You will then need to click into eServices – this will direct you to a page where you can choose the type of catering and which supplier you would like to use for your event. You can find a full list of menu’s [here](https://www.bris.ac.uk/staff/internal/catering/order.html?ticket=ST-42778506-lEebLjVD7rm12QdttF4w-b88862723545). If you have speakers, always make sure you have ordered water and glasses.If you are holding a catered event in Wills Memorial Building and your caterer requires use of the kitchen please ensure you book the space. **Use of the kitchen does not come automatically** when booking the Great Hall or Reception Room. To book use of the kitchen please email the date, times and details to the Catering Administration Team UoB-catering@bristol.ac.uk. |  |  |
| **Volunteers/ Stewards** | Ensure volunteer/ stewards are recruited and briefed in advance including on what to do if a fire evacuation is required. T-shirts for stewards on the day can be helpful. |  |  |
| **Travel**  | Book any travel for speakers/ staff. |  |  |
| **Accommodation** | Book any accommodation for speakers/ staff.  |  |  |
| **Courier**  | If you need to transport materials to external venues, the University has several [approved suppliers](https://docs.google.com/spreadsheets/d/1RYLLOyTdlRujOXRnu0AQkSS-cqVOxB1rIbEFWZbpy9A/edit?;usp=sharing&rm=full#gid=0). |  |  |
| **Security**  | Always let security know about large public events or any high profile speakers at the University: contact Steve Hill. |  |  |
| **Cleaners**  | Let the cleaning team know about your event and confirm if they are needed during set-up.  |  |  |
| **First Aid** | Covered by first aiders within the buildings or from security - ensure you have the required number of porters and security for each event.  |  |  |
| **Wifi**  | The Cloud [wifi](https://www.wireless.bris.ac.uk/visitors/) provides wireless access to visitors. |  |  |
| **Risk assessment/ Health & Safety** | You will need to complete a risk assessment for your event (example) in additional documents section and the please consult the University [safety and health information.](http://www.bristol.ac.uk/safety/guidance/) It is the event manager’s responsibility to get your attendees out of the building to the evacuation point in the event of a fire and be aware of fire procedures for the building. Please see ‘Fire Safety guidance for Events Organisers’ in the relevant documents section. Ensure all event volunteers are aware of the fire evacuation procedures in your venue and that this is communicated to audiences via the introduction/ in a programme/ on a holding slide. You can signpost people towards the new [University access guidelines](http://www.disabledgo.com/organisations/university-of-bristol/main) for key buildings.  |  |  |
| **GDPR**  | Ensure your events are GDPR compliant. If you are in doubt, contact the [University Information Governance Manager](https://www.bristol.ac.uk/secretary/contact/) for advice.  |  |  |
| Invitations/ Marketing |
| **PR/publicity plan** | Create a plan of where you will promote your event and when, noting key deadlines for printing materials or submitting details to newsletters. Don’t leave publicity to the last minute; leave enough time for reminders to ensure you get enough attendees. Liaise with the Campaigns Team in [Communications & Marketing](http://www.bristol.ac.uk/public-relations/contacts/) for assistance. *See section 4.* |  |  |
| **Title and Abstract** | Confirm the title of the event, create a description and agree it with the speaker/ organisers. |  |  |
| **Image**  | Source a publicity image/s for the event (ensure you credit appropriately - you may need to pay for use - and that it is high resolution and minimum 300dpi for print). |  |  |
| **University branding** | Your publicity must adhere to University branding; visit [www.bristol.ac.uk/style-guides](http://www.bristol.ac.uk/style-guides) for publicity templates, logos and the house style guide.  |  |  |
| **Collaboration** | Who are your partners? Are they clear on what is expected of them and how can they help promote the event? |  |  |
| **Eventbrite created** | Where needed, the Events Team recommends [Eventbrite](https://www.eventbrite.com) free booking system for events. Make sure you ask about access and dietary requirements in advance and add details in the event description. Ask if attendees want to sign up to newsletters from you and enable a waiting list.  |  |  |
| **Invitations issued** | Start inviting people as early as possible (particularly schools). You may want to issue reminders. |  |  |
| **Website** | Add your event to the University [events listings](http://www.bristol.ac.uk/events/) and your department/ faculty website. |  |  |
| **Social media: pre-event**  | Check the [Social Media Support and Resources Hub](https://uob.sharepoint.com/teams/socialmedia661) for information on how to use social media to meet your objectives e.g. to increase your event attendance. The appropriate social media platform to use will depend on the nature of your event and the type of attendees that you are hoping to attract. However, setting up a Facebook Event is usually a worthwhile use of time. Please set up the [Facebook Event](https://www.facebook.com/events/) yourself and then email social-media@bristol.ac.uk to link it to the University of Bristol official [Facebook Page](https://www.facebook.com/bristoluniversity/). |  |  |
| **Internal communication** | Submit your event to the staff bulletin, student newsletter, any departmental newsletters, and [Yammer](https://www.yammer.com/bristol.ac.uk/). |  |  |
| **Press release**  | The Media Team will issue a press release if the event or speaker is especially high-profile or topical. If you believe your event is newsworthy, [contact](http://www.bristol.ac.uk/public-relations/contacts/) the relevant press officer for your Faculty or Department. |  |  |
| **At-event**  |
| **Event plan created** | Create a working document for the day with a timeline and list of everything that is going to happen who will manage what. Include all set up and take down timings.  |  |  |
| **Reserved seating** | Some events may require you to reserve seating for VIPs -make sure these are clearly marked at the venue and stewards are briefed to direct VIPs to them. |  |  |
| **Hosts agreed** | Some guests may require hosts assigned to look after them. |  |  |
| **Event collateral**  | Collect equipment you will need on the day e.g. stationary box, banners, table cloths, extension lead, signage, PowerPoint clicker etc. Print out event information and guest list. |  |  |
| **Contacts for day** | Make sure you have a list of everyone’s telephone numbers on the day including key event management staff, volunteers, contractors and speakers.  |  |  |
| **Verbal briefing at the event** | For speakers: check slides, sound check microphones, go through event schedule, reiterate public nature of event i.e. no jargon, encourage general questions For volunteers: brief on health and safety; put up banners; take names and tick off audience list; encourage people to fill from the front and not to leave spaces; run microphones for audience Q&A.  |  |  |
| **Post-event** |
| **Thank you** | Remember to thank the speaker(s), chair, any other key people, those involved in helping with set-up and volunteers. |  |  |
| **Evaluation** | Note attendance numbers and hand out/ send links to evaluation and feedback forms. *See section 3.* |  |  |
| **Social media: post event** | Submit audio recordings to the University of Bristol [SoundCloud](https://soundcloud.com/university-of-bristol) account (via public-events@bristol.ac.uk), video to [YouTube](https://www.youtube.com/user/UniversityOfBristol) (as long as your video adheres to the University [video guidelines](http://www.bristol.ac.uk/style-guides/video-audio/producing-videos/)) and photos on [Instagram](https://www.instagram.com/universityofbristol/) or [Flickr](https://www.flickr.com/photos/bristoluniversity).  |  |  |