

## Event checklist: one week to go

The below checklist is a starting point to help you with practical considerations for your in-person activity. Do add to this and include any tasks specific to your activity and your intended audience.

### Week before

- Send reminder email to attendees
- Invite local media along to the event
- Finalise details with contributors and partners
- Check in with team and volunteers helping on the day
- Check attendees' access requirements and inform venue
- Finalise details with venue (don't forget to ask about how to control the heating!) and caterers (if applicable)
- Check booking numbers and do final promotional push for bookings
- Finalise and test tech - AV equipment etc.
- Make final running order for the activity and circulate with those involved
- Check your risk assessment and safeguarding procedures

### Day before

- Send reminder email to attendees and include code of conduct
- Save PowerPoints, videos etc. onto a USB stick or to the Cloud
- Do a materials stock check - pens etc.
- Make and print any signage, including directions and filming/photography signs
- Print evaluation surveys
- Print running orders
- Print risk assessment
- Check bookings and print out a register
- Prepare information for team briefing

### On the day

- Introduce yourself to venue staff working on the day
- Check in with security about welcoming guests
- Do tech checks including AV equipment, mics, sound and WiFi
- Room set up - tables, chairs etc.
- Re-familiarise yourself with the venue - check toilets, fire exits etc.
- Put up signage - directions, photography etc.
- Hold a team briefing before your event
- Discuss accessibility requests with team and check accessibility in space
- Put out any festival merchandise or banners
- Make a plan for collecting evaluation surveys
- Keep track of attendance numbers
- Tell attendees about Being Human Festival!
- Share updates or behind the scenes shots on social media

### Day after

- Send thank you emails to contributors
- Send follow up email to attendees, including link to evaluation survey
- Send paper evaluation surveys to Being Human Festival
- Send photos to Being Human Festival, including any copyright information
- Send booking and attendance numbers to Being Human Festival
- Share your success on social media!