

Event Checklist

The following is an event checklist to help you tick off what you need for your event!

- Develop the concept
 - Get the idea, write it down and develop the concept for your event
- Planning
 - Establish an event committee or identify 2 or 3 society members who are willing to take responsibility for the event.
 - Set the date and time and location
 - Develop a project plan (depending on the complexity of the event)
 - Create a [budget](#)
 - Write the [Risk Assessment](#) and submit via Rubric (QPay) together with the [Event Application Form](#)
 - Write a contingency plan (in case of last-minute changes)
- Coordination
 - Book the venue
 - Promote your event – after all the paperwork has been approved
 - Set up ticketing on Rubric (QPay)
 - Develop a run sheet
 - Contact and lock in event content (e.g., activities, theme, performers, other clubs, or societies)
 - Apply for a liquor permit (if selling or serving alcohol – from Tasmanian Liquor and Gaming)
 - Book security if selling alcohol (the TUSA Team can help with contact details)
 - Book a photographer via [student media team](#) (if you want to have professional pics)
 - Book catering – if you are selling / serving food
 - Create a site plan (maybe useful for the Tas Liquor and Gaming application too)
 - Brief the committee, volunteers (if any), suppliers, artists, etc ...
 - Prepare collateral to promote your club/society with [TUSA logo/branding](#)
 - Arrange AV set-up for your event or ask the TUSA for help with this
 - Coordinate set-up for the event (make a roster of people working, people involved in serving drinks, etc.)
 - Make sure to have all the certifications required for the event (Food Handling Certificates, RSAs for people serving / selling alcohol)
 - Create name tags for event staff so they can be easily recognised
 - Finalise number of people attending
 - Checking last updates about COVID requirements for events (Off University Campus)
- Delivery
 - Make any final updates to the attendees list, name tags, and other stuff as needed
 - Set up the equipment and test that everything is working
 - Pack down and clean up
- Evaluation
 - Hold a post-event debrief
 - Collect feedback from attendees – what went well, what went wrong, what to improve .
 - Share a BIG thank you to everyone on your socials!