



High-Level Event Planning Checklist plus Octavia

EVENT PREP

TASK	PERSON RESPONSIBLE	PROGRESS	NOTES	DEADLINE
Prepare an event outline (link to previous)		Not... ▾		
Set up a dedicated event folder in drive		Not... ▾		
Make a list of invitees (template)		Not... ▾		
Make a list of speakers (template)		Not... ▾		
Prepare a concept note for speakers		Not... ▾		
Confirm the venue		Not... ▾		

Approach speakers		Not... ▾		
Discuss how many people from HSA/CommsInc will be needed		Not... ▾		
Set up a registration system for participants (and media if relevant)		Not... ▾		
Draft an invitation email for participants		Not... ▾		
Discuss comms materials needs with CommsInc		Not... ▾		
Ask CommsInc to make invite (provide: event title, date, time, location, a list of speakers, co-organiser logos, RSVP details, and decide if you want a QR code to link to further info e.g., an event concept note)		Not... ▾		
Send out the invitations		Not... ▾		
Promote event on social media (with CommsInc)		Not... ▾		
Draft run of show- mindful of high-level protocol		Not... ▾		

Send run of show to RSVPs		Not... ▾		
Assign moderator		Not... ▾		
Send out event reminders to participants		Not... ▾		
Send the logistics message to participants (inspiration) + any relevant fact sheets etc.		Not... ▾	Include the Acronym sheet	
Decide if need refreshments at event and get a quote from venue organisers.		Not... ▾		
Make a WhatsApp group for people involved in the event		Not... ▾		
Agree who is bringing what to event: Octavia, tentacle, pens, paperweights, pins, stickers, tattoos, t shirts, selfie frames, pull up banner etc.		Not... ▾		
Check A/V set up at venue & check what cables, connections etc needed		Not... ▾		
Agree visuals - make slide, upload video.		Not... ▾		

Print out materials/factsheets (only if needed)		Not... ▾		
Agree with organisers set up of room and needs- eg. tables, podium, easel, mics etc (note media needs if relevant)		Not... ▾		
Prepare press materials with CommsInc e.g. a press release/Talking points/ advisory/briefings, as needed). Discuss whether a separate press briefing event is required.		Not... ▾		
Agree other comms pieces with CommsInc - eg. blog etc and develop a schedule with key messages/speakers list for each event for socials planning		Not... ▾		
Decide if you need to commission a prof photographer		Not... ▾		
		Not... ▾		
JUST BEFORE EVENT		Not... ▾		
Develop Seating plan (taking into account high-level protocol)		Not... ▾		

Assign 3-4 organisers to usher high levels and staff to seats		Not... ▾		
Assign dedicated person to handle press (if relevant)		Not... ▾		
Assign photographer(s)		Not... ▾		
Assign social media person		Not... ▾		
Assign person to confirm names of speakers confirms with run of show		Not... ▾		
Assign Octavia handler		Not... ▾		
Assign person to upload any visuals to AV (Put presentations/videos etc on USB/C stick)		Not... ▾		
Assign person to lay out pens and paperweight		Not... ▾		

Get plain stickers and write “Organizer” on them		Not... ▾		
Brief the photographer(s) (CommsINC)		Not... ▾		
		Not... ▾		
DURING EVENT		Not... ▾		
Set up pull-up banner		Not... ▾		
Set up speakers’ podium/mic/chairs		Not... ▾		
Reserve seats with sign		Not... ▾		
Ensure table/podium stand for paperweights		Not... ▾		
Set up table and pens for octavia		Not... ▾		
Greet photographer (if commissioned)		Not... ▾		
Label Organisers		Not... ▾		

Ensure everyone assigned is in loco and knows what they need to do		Not... ▾		
		Not... ▾		
TENTACLE		Not... ▾		
Secure a good location		Not... ▾		
Ensure there is a power supply and voltage (if need a transformer)		Not... ▾		
Source ballast (e.g. 'borrowed' sand bag)		Not... ▾		
Check supplies of tattoos & stickers with CommsINC - print files are in the Toolkit if you need to order more		Not... ▾		
Assign 2x persons to set up		Not... ▾		
Assign person to handing out stickers, tattoos		Not... ▾		

Assign 1 + person to look after tentacle and encourage social media interaction		Not... ▾		
Organise who is bringing: selfie frames, tattoos, stickers, t shirts, board with a QR code link to social handles etc.		Not ... ▾		
Decide if you need to commission a professional photographer, or assign someone to take photos		Not ... ▾		