

General

- Decide on type of event
- Decide event timing (day, date, start and finish times)
- Check for event clashes
- Determine funding (how are you paying for it?)
- Budget all income and expenditure
- Book venue
- If the event is on campus, book space at least 2 weeks before event
- Estimate numbers
- Organise promotion
- Organise ticketing
- Make checklist of everything you need, how to get it, who you have to contact (use this checklist to develop one for your event)
- Hire security if needed
- Complete and send hire and performance contracts for suppliers, performers and guests – include event location/delivery maps
- Order food and drinks
- Organise performers and entertainment equipment needs
- Book/organise event equipment such as trestles, marquees etc
- Arrange access for equipment loading
- Arrange payment/cheques
- Arrange volunteers – people to pick up equipment/food etc, set up event, staff event, pack up and clean up
- Prepare a running sheet (chronological list of what's happening and when) and allocate jobs as required.

Barbeques and Food

- If using gas BBQs, get gas bottle/s
- hot plates etc or book RMIT built in BBQs at least 2 weeks in advance
- Get cooking and serving utensils/bowls
- Get plastic gloves for food handling
- Get food, organise menu & signs
- Organise cleaning equipment
- Get metal drip trays (to catch fat run off from BBQs)
- Get matches to light gas BBQs
- Organise fire extinguishers

- Get napkins/plates/knives/forks
- Get trestles to serve food on
- Organise cooks and servers

Drinks

- Get liquor license if selling alcohol (apply at least 2 months before event)
- Buy and transport ice or order delivered ice
- Organise drink cups, teaspoons etc
- Organise RSA signage – including will not serve underage or intoxicated customers
- Arrange float (change for sales) & security for alcohol, float and cash takings
- Organise trestles/drinks service area
- Organise people to serve

Performance needs

- Book Stage/marquee
- Book PA & other sound production needs
- Book lighting and lighting operator
- Book Mixer (sound production operator)
- Identify and organise to meet power needs (do you need 3 phase?)
- Get food & drinks for performers
- Organise cheques (payment)
- Organise a dressing room for performers (called the "green room")
- Arrange float for ticket sales at entry
- Do performers need security?
- Crowd logistics such as crash barriers, signs to toilets etc,
- Make performance running sheet for green room, stage entry & staff areas

Promotion

- Email/contact members
- Create & distribute posters and flyers
- Contact SU about photocopying
- Contact SU Clubs and Societies to promote event via SU newsletters
- Promote on Club and other Websites
- Promote on relevant radio shows, print media etc.