



Event checklist - on the day

Before the event

Topic	Task	Complete
Registration and delegates	Check registration point is close to reception - if not place signage directing attendees to registration desk	
	Registration desk set up 30 minutes before registration time shown on programme	
	List of expected delegates ready at registration desk - do not leave delegate list unattended on registration desk	
	Badges ready and blank badges available - do not leave name badges unattended on registration desk	
	Spare booking forms available for non-registered guests	
	Delegate packs (if using) available at registration point	

Topic	Task	Complete
	Refreshments ready 15 minutes before guests are due to arrive	
	Check rooms are unlocked and set up ready for arriving delegates	
	Filming and Photography Consent Forms available (if filming and photography is taking place)	
	Filming and Photography notification signs displayed (if filming and photography is taking place)	
	Ensure there are chairs available close to registration in case people need to sit whilst queuing to register on arrival	
Equipment and audio-visual (AV)	Give whoever is managing the AV a copy of the programme	
	Run through requirements with AV manager	
	Ensure all AV and technical aspects are ready to work 15 minutes before registration time	
	Copies of speaker presentations given to AV technician (ensure you have a backup copy of presentations on a separate USB)	
	Ensure information stand/s (if using) are set up	
	Ensure room branding and signage is set up e.g. banners, table runners, etc.	
Speakers	Introduce speakers to AV manager (if using)	

Topic	Task	Complete
	Show speakers to room where they will be speaking	
	Confirm speaker is ok to set up	
Venue	Find out who the First Aid Officers are that day and how to contact them	
	Ask for health and safety information e.g. fire exits and meeting points - give this to the chair to announce to delegates	
	Check if any fire alarm practices are due that day - if one is planned take a note of time and notify chair	
	Provide a copy of the programme to the venue staff	
	Reconfirm time and location for catering	
	Check sufficient space in corridors being used for people using mobility aids	
	Ensure risk assessment has been completed before the start of the event	
	Check there is adequate spacing between chairs and in the aisles	
	Check that rooms are set up as requested for sessions	
Volunteers and staff including paid carers	Meet all volunteers and staff as they arrive and direct them to roles	

Topic	Task	Complete
	Ensure all volunteers and staff involved in the day are aware of their roles and responsibilities	
	Walk volunteers and staff round the venue including where fire exits are located	
	Make sure all paid carers and volunteers who are helping during the day are introduced to delegates at housekeeping	

During the event

Topic	Task	Complete
Registration and delegates	Pack up registration materials	
	Do not leave name badges, attendees list or consent forms unattended on registration desk	
	Be available to welcome and register any latecomers	
	Be available to direct and help delegates	
	Be available to collect completed forms and claim back lanyards as people leave	
	Place a box labelled Feedback Forms on the registration desk for people to deposit their completed forms	

Topic	Task	Complete
Timings	Make sure the event starts on time	
	Warn staff at venue if your timings change e.g. if a session is over running	
	Check lunch/refreshments are set up and ready 10 minutes before scheduled time	
	Remember to give speakers a 5 minute warning before the end of their session to wrap up	
Venue	Ensure aisles and corridors are kept clear for people to move around	
Speakers	Thank speakers for attending before they leave	
Volunteers and staff including paid carers	Ensure volunteers and staff have a break and time to eat	
	Volunteers and staff on hand to help delegates at lunch and refreshment times	

After the event

Topic	Task	Complete
Registration and delegates	Ensure completed Feedback Forms are collected and safely stored	
	Collect all unused delegate packs	

Topic	Task	Complete
	Destroy all unused name badges	
	Ensure registration list is safely stored	
	Ensure Filming and Consent Forms are safely stored before forwarding to Communications Volunteer with any footage of the event	
Equipment and audio-visual (AV)	Break down information stands	
	Collect digital copy of presentations from AV (if using)	
	Ensure all MS Society equipment is retrieved and packed away	
Venue	Check all rooms being used are vacant	
	Check all rooms are clear and that all equipment and property is removed	
	Thank venue contact for their help	
Speakers	Thank speakers as they leave	
	Make sure you have given them an expenses claim form (if required)	
Volunteers and staff including paid carers	Make sure you have given them an expenses claim form (if required)	
	Thank them for their help	