## Event Organising Checklist

<table>
<thead>
<tr>
<th>Name of event contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of event:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Date(s):</td>
</tr>
<tr>
<td>Venue:</td>
</tr>
<tr>
<td>Size of event (expected # attendance):</td>
</tr>
<tr>
<td>Target audience:</td>
</tr>
</tbody>
</table>

- Form committee & nominate coordinator/contact person
- Set up timeframe for whole event, including tasks and persons responsible
- Prepare draft budget [see notes below for budget info]
- Draft program
  - number of sessions (concurrent?); times
  - session titles/themes
  - speakers, keynote speakers, dinner speaker
  - [in accordance with the ANU Reconciliation Action Plan](#) consider whether Indigenous issues and perspectives are relevant to, and can be included in, the event
  - session chairs
  - refereeing papers
  - set timeframes for receipt of abstracts, bios, papers, powerpoints
- Registration
  - set registration fees (eg, academic, professional, student, concession)
  - early bird rate / date
  - registration cancellation policy (eg, date, refund minus admin fee)
  - maximum number of registrations (venue capacity)
  - set up registration database
  - notify registrants with info re: confirmation of registration, venue, accommodation, parking
- Book venue—deposit sometimes required
  - number rooms/theatres required; seating capacity; configuration of rooms
- Technical requirements—lectern & lectern light; microphones (fixed/roving/lapel); video; videoconferencing; powerpoint; overhead projector; recording facilities; lighting (dimming controls); aircon/heating
- Parking
- Disabled access; transport to/from venue

☐ Catering
- Determine venues and room set up for catering
- Determine requirements for lunch—sit down / buffet
- Determine requirements for dinner—sit down / buffet; dress code; dinner speaker, lectern; stage; recording; lighting

☐ Accommodation
- Block book if necessary—negotiate special conference rates
- Book special accommodation for keynote speakers

☐ Conference website
- Title, dates, venue (incl. dinner venue), contact details for inquiries
- Brief abstract of conference—what it's about, who's it for
- Links to program, abstracts, registration, accommodation
- General info—transport, shopping, weather, sightseeing, visa requirements

☐ Advertising / Publicity
- Flyer—hard copy / electronic (incl. registration details)
- Mailouts: to whom—local, interstate, international; electronic / postal
- Dates for mailouts—initial and follow up
- Place adverts
- Organise media

☐ Conference packs
- Name tags
- Folder/bag
- Printed program
- Pad, pen
- Other info—eg, about Canberra, other advertising

☐ Running event
- Staff training/briefing
- Registration desk (name tags, conf pack/program)
Budget notes

- Who is responsible for underwriting event?
- Upfront funding may be required to start organising before any income is received (eg, cost of printing flyers, venue deposit, speaker airfares).
- Set up special conference account (easy to keep track of funds and acquit).
- Determine break-even figure.
- Set a realistic cancellation date—a time to decide if event should proceed if number of registrations are too low.
- Link to required forms for processing payments or requesting invoices:

Preparing a budget—some items to consider:

<table>
<thead>
<tr>
<th>Income</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute funding</td>
<td>Venue hire</td>
</tr>
<tr>
<td>Expected registration fees</td>
<td>Equipment hire (technical equip, chairs)</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Accommodation</td>
</tr>
<tr>
<td>Other sources</td>
<td>Airfares/travel costs/taxis</td>
</tr>
<tr>
<td>In-kind support (eg, admin support from School)</td>
<td>Catering</td>
</tr>
<tr>
<td></td>
<td>Printing, postage, photocopying</td>
</tr>
<tr>
<td></td>
<td>Flyers/posters</td>
</tr>
<tr>
<td></td>
<td>Conference packs</td>
</tr>
<tr>
<td></td>
<td>Advertising</td>
</tr>
<tr>
<td></td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>Gifts</td>
</tr>
<tr>
<td></td>
<td>Contingency</td>
</tr>
<tr>
<td></td>
<td>GST &amp; FBT</td>
</tr>
<tr>
<td></td>
<td>COAST admin fee</td>
</tr>
<tr>
<td></td>
<td>Publication of proceedings</td>
</tr>
</tbody>
</table>
OTHER USEFUL INFORMATION

PHOTOGRAPHY

• COAST & IT have digital cameras
• Or photographs can be organised with ANU Photography (there is a cost for this service)
  Contact: Stuart Hay  ANU.Photography@anu.edu.au
  or Neal McCraken  x54292  or  0416 249 310

RECORDING

• Digital recorders can be booked through Law IT
• Video recording may be organised with Law IT
  Or technical equipment can be hired from ANU Audio-Visual Hire Centre (and video
  conferencing can be organised)
  Contact:  x55909

VIP VISITS & PROTOCOL

• For high-profile visitors the ANU protocol officer must be notified, particularly if there may be
  security implications
  Contact:  VIP Visits & Protocol Officer
  x53549
  vip.visits@anu.edu.au

PUBLICITY

• Place info on the Law website, ANU Billboard, send out via email lists
• Press releases organised through ANU Media Office
  Contact: Media Office  media@anu.edu.au  x55001
• ANU College of Law banner
  Contact: COAST  coast@law.anu.edu.au  x51096

VENUES

• Law theatre bookings
  Law Theatre, Law Link Theatre and Sparke Helmore Theatres (1 & 2) need to be booked
  through ANU Information Services. This will ensure that security, after hours access and
  heating/cooling is organised.
  Contact:  http://timetable.anu.edu.au/bookings/
  or Service Desk  x55909
  Room capacities: Law Theatre = 164; Law Link Theatre = 100; Sparke Helmore (1 & 2) = 65
  each

• Other ANU venue bookings
  Most theatres/rooms across campus can be booked through ANU Information Services (as
  above). For a list of other ANU venues and details about their capacity and electronic
  equipment go to:
  ranch=main&language=default
• **Innovations Theatre**  
Innovations Building, Bldg 124, Eggleston Road  
Contact: Anna Houston  anna.houston@anu.edu.au  x59361  
Theatre capacity = 97 (requires $50 refundable key deposit)

• **Chancellery Building Rooms**  
Mills Meeting Room, 4th floor. Capacity = 61 (41 around table, 20 on side benches)  
Ross Hohnen Meeting Room, ground floor. Capacity = 36  
For more info on Chancellery rooms, go to:  
Contact: Reception  Receptionfinance@anu.edu.au  x58711

• **Hedley Bull venues**  
APCD Theatre  Capacity = 100 (tiered seating)  
Theatre 2 (1.09)  Capacity = 60 (similar to Sparke Helmore)  
Seminar Room (1.03)  Capacity = 30 (chairs/tables, 1 level)  
Bookings made through: Tony James, Coombs Bldg  
E: tony.james@anu.edu.au  
T: x 50107

• **Finkel Theatre**  
Bldg 131, Garran Rd  Capacity = 200 (tiered seating)  
JCSMR Foyer  Capacity = 200 standing, 100 seated  
Bookings made through: functions.jcsmr@anu.edu.au  
T: x52528