EVENT PLANNING CHECK-LIST

We appreciate your consideration in choosing us as your event venue.
We understand that planning an event can involve numerous tasks and
intricate details that need to come together seamlessly.
Our variety of function rooms and event packages guarantee your event will be a success.

As our gift to you, an event planning check-List along with
a complimentary 20-minute consultation with our Conference and Event Manager.
To take advantage of this planning opportunity, simply reach out to us via email at functions@burnettriverside.com.au.

PRE-EVENT PLANNING

Define the Event:
- Determine the purpose, theme, and goals of the event.
- Decide on the type of event
  (conference, seminar, wedding, birthday party, etc.).
- Set a clear date, time, and duration for the event.

Budgeting:
- Establish a budget for the entire event.
- Allocate funds for each aspect of the event, such
  as venue, catering, decorations, entertainment, marketing, etc.

Event Timeline:
- Create a detailed timeline outlining the tasks that
  need to be completed leading up to the event.
- Set deadlines for each task to ensure a smooth
  planning process.

Venue Selection:
- Research and choose a suitable venue that aligns
  with the event's theme and size.
- Check availability and book the venue in advance.

Vendor Selection and Contracts:
- Identify and hire vendors for catering, decorating,
  audiovisual equipment, etc.
- Review and sign contracts with vendors, outlining their
  responsibilities and terms.

Invitations and Promotion:
- Design and send out invitations (physical or digital) to guests.
- Plan and execute marketing strategies to promote the
  event through social media, email campaigns, etc.

Logistics:
- Arrange transportation for guests, if necessary.
- Ensure there is suitable accommodation for out-of-town attendees.

Program and Activities:
- Create a detailed event program, including keynote speakers,
  workshops, entertainment, etc.

MID-EVENT PLANNING

Decorations and Setup:
- Plan the layout and design of the event space.
- Coordinate decorations, signage, banners, and any
  branding materials.

Audiovisual and Technology:
- Arrange for necessary audiovisual equipment,
  such as projectors, microphones, and screens.
- Test all equipment to ensure it works properly.

Catering and Menu:
- Finalize the menu and catering details based on the
  event's theme and dietary preferences.
- Ensure there are options for different dietary restrictions.

PRE-EVENT DAY

Final Checks:
- Conduct a final run-through of the event
  schedule and activities.
  - Address any last-minute issues or changes.

Checklists and Supplies:
- Prepare event day checklists for the team, including
  tasks like setup, registration, and coordination.
- Gather all necessary supplies, materials, and signage.

EVENT DAY

Registration and Check-In:
- Set up a smooth registration process for attendees.
- Provide name tags, badges, and event materials.

Event Coordination:
- Ensure all vendors, staff, and volunteers are
  aware of their roles and responsibilities.
- Manage the event schedule and keep things running smoothly.

Guest Experience:
- Provide excellent customer service to attendees.
- Address any issues or concerns promptly.

Photography and Documentation:
- Assign someone to capture photos and videos of the event.
- Document key moments and interactions.

POST-EVENT

Wrap-Up:
- Thank attendees, vendors, and staff for their participation.
- Collect feedback from attendees to improve future events.

Financial Review:
- Review the event budget and expenses to
  ensure everything aligns.

Follow-Up:
- Send out post-event surveys to gather feedback.
- Share event photos and highlights on social
  media and other platforms.

Evaluation and Lessons Learned:
- Analyze what worked well and areas that need improvement.
- Document lessons learned for future reference.