

Physical Event Checklist

Planning the event:

- Potential dates
- Is it a multiday or single event?
- Do you need a hybrid aspect?
- Draft agenda for the day
- Budget plan
- Will you be utilizing any external vendors i.e. event organisers
- Will you be partnering with any other internal or external groups? E.g. SCI or another RSC Interest Group

Venue requirements:

- Does the venue allow for negotiations on the following T&Cs:
 - Ensuring a Liability Cap is in place.
 - Personal data is stored and processed according to Data Protection Laws
 - Force majeure – having safeguards if an event cannot be held due to an Act of God (E.g. Pandemic, wars, etc...).

If they are unable to negotiate, it is advised to look for an alternative venue.

- Max and Min number of attendees
- Number of rooms to be used
- Room set up – boardroom, cabaret, theatre?
- Will there be a networking element?
- Will you need booths for sponsors?
- Will you need to hold accommodation?
- Accessibility Features - what's available and what needs taking
- Catering Requirements – buffet, sit down style, refreshments?
- AV requirements – laptop, projector, microphones, cameras?
- Other needs – cloakroom, registration table?

What needs to be sent to RSC for approval:

- Budget and MCB Approval Form
- Budget Sheet (if MCB approval is needed).
- Venue Contract and T&Cs
- Venue liability insurance
- External vendor contract and T&Cs
- Risk Assessment Form (After approval)

At the event:

- Function Sheet – run through of the day
- Presentations on USB (if needed)
- Registration List
- Sponsor/poster layout
- Feedback form and email ready to be sent post-event