Checklist – Organise your event

[Event Name]Your name | drafted on [Date]

Table 1: Checklist of tasks to organise your event

| **Task** | Who? | By when? | Status |
| --- | --- | --- | --- |
| Specify the topic and objective(s) of your event |  |  |  |
| Identify the proper activities (and methods) |  |  |  |
| Develop the event concept |  |  |  |
| Find a suitable location and time for your event  |  |  |  |
| Invite your cooperation partners |  |  |  |
| Invite guests |  |  |  |
| Plan a detailed agenda |  |  |  |
| Ensure you have materials you need on time: e.g. flyers, brochures, games, IT-related equipment (such as specific adapter cables) |  |  |  |
| Prepare an appealing presentation (with our [white label material](https://sharerenewables.eu/white-label-materials/)) |  |  |  |
| **Tasks on Site** |
| Make sure the IT infrastructure works (projector, microphone, correct slide view) |  |  |  |
| Prepare the seating arrangement (possibly with reservations) |  |  |  |
| Set up roll-ups/decoration |  |  |  |
| Set up your info stands |  |  |  |
| If you are going to take pictures/make videos, e.g. for social media, bring extra consent forms for children, in case there are unregistered guests or someone has forgotten theirs. |  |  |  |
| Display project flyers/relevant brochures/giveaways |  |  |  |
| Bring the list of registered guests so that you can check them off as they arrive and monitor who has come to the event; you could add a column for those who decide to stay involved in your project after the event. |  |  |  |
| Network and organise follow-up meetings |  |  |  |

# Notes

* Topic:
* Objectives:
* Activities & event concept:
* Location, date & time:
* Attending cooperation partners:

*Remember to add them to the (mailing) list of registered guests*

* Material you need on site:
* Contact person for the location/on site:

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