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| CHECK LIST AND ACTION SHEET |

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| **Event Title** |  | **C/DCEO Involvement** |  |
| **Date**  **Time** |  | **PR & Media** |  |
| **Location** |  | **Photography** |  |
| **Banners** |  | **VIPs Attending** |  |
| **Contact** |  | **Cost Code** |  |

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| **Activity** | **Responsibility/Action Area** | **Due Date** |
| **Planning** | | |
| * Confirm Date /Time – e.g. Thursday 7 June 2016 * Location – e.g. HQ |  |  |
| * Send diary request for CEO/Exec and other VIPs |  |  |
| * Book photographer of required |  |  |
| * Compile invitation list |  |  |
| * Confirm MC for Opening |  |  |
| **Program** | | |
| * Develop draft program and run sheet |  |  |
| * Finalize program and run sheet |  |  |
| * Book and confirm Welcome to Country |  |  |
| * Prepare briefing / speech notes for CEO/DECO Exec VIPs (if required) |  |  |
| * Forward final program and run sheet to VC & VIPs. |  |  |
| **Invitations** | | |
| * Prepare invitation list |  |  |
| * Distribution – send out invitations * Send out with Location Map |  |  |
| * Monitor and collect RSVPs |  |  |
| * Follow up with invitees who have not RSVP’d |  |  |
| * Send through RSVP list to CEO including VIPs attending |  |  |
| * Prepare name badges for invited guests (if required) |  |  |
| **PR/MEDIA** | | |
| * Prepare media release |  |  |
| * Invite media to attend the event |  |  |
| * Handle media enquiries on day of event |  |  |
| **Office Requirements** | | |
| Book Location   * [enter name of location/venue here] |  |  |
| Arrange equipment   * Defib, Lucas, etc * Flags |  |  |
| Security / Additional Parking   * Advise Etihad Towers for special parking arrangements |  |  |
| Office   * Ensure areas on both floors are tidy * Ensure HR manager sends email to all staff day before |  |  |
| Operations   * Ambulance * EMT/Paramedics * ACC |  |  |
| Training   * Educators * Equipment * “Students” |  |  |
| Signage   * Prepare directional signage for event, including car park signs |  |  |
| **Catering** | | |
| * Book catering with local caterer |  |  |
| * Advise caterer of final numbers |  |  |
| **Staffing** | | |
| * Meet and greet VIPs on day of event |  |  |

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| **DISTRIBUTION LIST** | | | |
| **Contact/s** | **Area** | **Phone** | **Mobile** |
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