

Checklist for event planning

| | |
|--------------------------------|--|
| Type of event | |
| Times | |
| weekdays, bank holidays | |
| assembly and disassembly | |
| alternative dates | |
| Procedure | |
| entry | |
| start | |
| end | |
| Premises | |
| needed space in m ² | |
| number of people | |
| type of seating | |
| Cloak rooms | |
| Technical requirements | |
| sound equipment | |
| microphone | |
| – tethered | |
| – wireless | |
| – headsets | |
| recording | |
| telephone | |
| fax | |
| internet (cable/Wifi) | |
| Lighting | |
| Projection | |
| beamer | |
| laptop | |
| large-screen monitor | |
| projection screen | |
| laser pointer | |

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|------------------------------------|--|
| tv | |
| Conventions / Conferences | |
| technical equipment | |
| lectern | |
| board of director's table | |
| podium (size, hight) | |
| Decoration | |
| Signage | |
| Accommodation from / to | |
| number of rooms (single/double) | |
| suite | |
| price category | |
| Number of parking spaces | |
| Catering (set meal/ buffet) | |
| lunch | |
| dinner | |
| snacks | |
| budget | |
| Transfers | |
| Supporting programme | |
| Registration | |
| name badge | |
| Artists | |
| Printings | |
| invitation | |
| programme | |
| Internet presence | |
| Hostesses | |
| Speakers | |
| Quality control | |
| Survey among participants | |