

Event Checklist

Pre-Event Planning

1. **Set a Time:** Choose when to host your event on or around 20 May.
2. **Budget:** Determine your budget for the event.
3. **Venue:** Decide whether the event will be held in the office, virtually, or at an external location.
4. **Theme and Activities:** Plan the theme and activities for the event – our Host Resources toolkit provides some suggestions to kick off your creativity!
5. **Invitations:** Send out invitations well in advance and track RSVPs – templates for these can be found in the host resources toolkit.

Event Promotion

1. **Announcements:** Promote the event through emails, posters, and internal communication channels.
2. **Reminders:** Send reminders as the event date approaches.

Day of the Event

1. **Setup:** Arrive early to set up the venue.
2. **Welcome Guests:** Greet attendees as they arrive and provide them with any necessary materials.
3. **Agenda:** Follow the planned agenda and ensure all activities run smoothly.
4. **Engagement:** Encourage participation and engagement from all attendees.
5. **Refreshments:** Provide food and beverages if applicable.

Post-Event

1. **Thank You Notes:** Send thank you notes to attendees and any guest speakers.
2. **Feedback:** Collect feedback from participants to improve future events.
3. **Cleanup:** Ensure the venue is cleaned up and all equipment is returned.

Additional Tips

- **Inclusivity:** Make sure the event is inclusive and accessible to all employees.
- **Recognition:** Highlight the contributions of HR professionals and their impact on the organisation.
- **Fun Elements:** Incorporate fun elements like games or raffles to keep the atmosphere lively.