



# **Event Checklist & Planning**

The following document can be used as a template for planning your upcoming event.

Firstly, make sure to run through the Event Checklist to make sure that you have thought through all aspects of your event. Then, this document can be completed electronically and printed for your convenience or printed and completed by hand.

This document is just to be used for your reference to make sure that you are able to plan a great event. If you still have questions about planning your event, you can contact the VU Clubs Officer on [clubs@vu.edu.au](mailto:clubs@vu.edu.au).

# Events Checklist

☐ **Decide on the theme and objectives of your event**

*Try to link your event with other events and activities that are happening at the University and in the broader community. For example: If you want to hold a professional development event, you could consider holding this event during Careers Week.*

☐ **Think about the timing of your event**

*Check for clashes of events with other VU Clubs by checking the shared calendar, TeamUp: <https://teamup.com/ks42fccde30e031a45>. Add your event to the calendar!*

☐ **Think about your budget**

*How much will your event cost? (Try our Budget Template Form if you need help). How are you going to pay for the event? (Have you considered applying for a Show Some Initiative Grant?).*

☐ **Book a venue**

*If your event will be at a VU campus, the Clubs Officer can help you book a room. Download the Room Booking Checklist from the [www.vu.edu.au/clubs](http://www.vu.edu.au/clubs) website.*

☐ **Organise your equipment**

*Student Life has a large range of equipment that is available for VU Clubs to hire. For information about what equipment is available and how to place a booking, see the Equipment Booking Form).*

☐ **Organise catering for your event**

*It is always a good idea to provide food or drinks at your event, especially if the timing of the event calls for it. If you want to book a BBQ you can download the How to Run a BBQ Form for more information.*

☐ **Organise an event running sheet**

*This will be a step-by-step rundown of what will happen during the event. Download the Event Running Sheet Template for more information.*

☐ **Promote your event**

*Did you know that Student Life can even help you to promote your event? Our media team can help you to create a poster or other printed material – download the Graphic Request Form for more information. You can also access free printing from the VU Clubs Officer – but be sure to send your printing materials to [clubs@vu.edu.au](mailto:clubs@vu.edu.au) in advance so they may print them and have them ready for your collection in time for the event.*

# **Event Planning Template**

*Use this form to plan your event. You don't have to submit it to us, this is just for you to use as your own guide. If you have any questions, feel free to contact your VU Clubs Officer at [clubs@vu.edu.au](mailto:clubs@vu.edu.au).*

**Name of the Event:**

**Date:**

**Time:** (Start)

(Finish)

**Aims and Objectives:**

**Target Audience:**

**Proposed Expenses:**

*(Remember to use our Budget Template Form if you need assistance in writing your budget).*

### Risk Assessment:

*(What are the potential risks to be aware of and how can you deal with them?).*

### Task Allocation:

1. What is the Task:

Who is Responsible:

When is it Due:

2. What is the Task:

Who is Responsible:

When is it Due:

3. What is the Task:

Who is Responsible:

When is it Due:

4. What is the Task:

Who is Responsible:

When is it Due:

*If you require any other assistance with planning your event, don't hesitate to contact your  
VU Clubs Officer on [clubs@vu.edu.au](mailto:clubs@vu.edu.au).*