



## Dates / times

- Check that your event doesn't conflict with other UCD, college or school events
- Use Doodle (or similar) to select most suitable date
- Make sure you take [Core Hours policy](#) into account
- Make sure you've avoided bank holiday weekends and major religious days

## Rooms

- Make sure you've written confirmation of booking
- Check if your participants have access requirements
- Check if you need to book a lapel or roving microphone
- Consider extra chairs for the speakers / panel
- Prepare directional signs for the room / venue

## Catering

- Check for dietary requirements. Have caterer label foods clearly
- Make sure you have written confirmation of the catering booking
- Find out if you can bring food into the venue. You may need to book a separate location to serve food
- Ensure you process a PO for the catering
- Check you have a contact number for the caterer
- Keep your food options healthy!
- Find out if you need to book cleaners
- Think green. Encourage participants to bring 'keep cups'

## Bookings

- Set up a Booking Centre (InfoHub) link or event page and publicise it
- Create a participant list for reminders / catering estimates
- Don't forget to issue reminders at regular intervals!

## Participants / Guests / Speakers

- If you've got special guests follow [university protocol](#) for events with the President / politicians / ambassadors etc.
- No 'manels' please. Think diversity and make sure everyone is represented
- Check if external speakers need parking or a taxi

## Audio visual / Presentations

- Ensure you know how to use the AV equipment at the location
- Call over beforehand and make sure everything is working
- Check your laptop is charged
- Ensure presenters submit slides in advance
- Ask presenters to bring USB backups
- Perhaps a "placeholder slide" would be nice for periods between presenters.
- Increase audience participation using Kahoot, Sli.do, Pigeonhole or similar
- Get someone to take photos of the event. They're great for annual reports and websites.
- If you have an activity planned, make sure you have the materials required.
- Put together a poster to promote the event.

