Event Organisation Checklist

- Book a venue/reception or dinner venue if applicable through lse.roombookings@lse.ac.uk. You may wish to hold a number of dates provisionally while you confirm with your speaker(s).
- Confirm the date (release any room bookings on dates you no longer require). If in time, you can apply for the PLP.
- Confirm a chairperson (Please refer to LSE Code of Practice on Free Speech)
- Read about the Foreign Influence Registration Scheme (FIRS) and find out whether you are required to register your event
- If not in time for the application form, you can still advertise the event on the event listing.

Outside of the PLP what else do you need to do?

- Book stewards (the legal minimum of stewards required is the number of fire exits in the room you are using. Staff and students can also act as stewards).
- Book a green room.
- Publicise your event – on social media, email students, promote it on your department's website, staff/student news. You can ask for advice from the Social Media team at comms.socialmedia@lse.ac.uk and from the Internal Communications team at communications.internal@lse.ac.uk
- Confirm any specific requirements with your speaker(s), provide full briefings for your speaker(s) and chair, seek podcast permission and arrange a video if required.
- Information on podcast and video recording.
- Provide the chair with speaking notes and the chairperson's guidelines.
- Book catering for the greenroom/reception/dinner.
- Get in touch with AV about your requirements including podcast recording.
- Consider set-up: Do you need to hire a tablecloth? Arrange furniture to be delivered by the porters (tables/chairs). Do you have water, pads and pens for the speakers?
- Brief stewards in writing by email before the event and prepare a steward checklist.
- Put together a background slide for your event (templates can be provided by the Events Office).
- Make sure a member of staff is there to supervise the event on the night.

*Please note this is not an exhaustive list but is intended to provide you with a checklist to ensure the basics are in place.