

### **Event Organisation Checklist**

- Book a venue/ reception or dinner venue if applicable through [lse.roombookings@lse.ac.uk](mailto: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, [submit information for inclusion in the events leaflet and events website and apply for the PLP](#).
- Confirm a chairperson.
- If not in time for the application form, you can still advertise the event online by completing the [website submission form](#).

#### **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 – Twitter/Facebook/Instagram (contact Dave Smith [D.A.A.Smith@lse.ac.uk](mailto:D.A.A.Smith@lse.ac.uk) for advice), email students, promote it on your department's website.
- 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 poster and 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.*