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, 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 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.*