

BABCP EVENT CHECKLIST

Task	To do	Achieved
<u>Speaker:</u>		
Check needs		
Accommodation		
Transportation		
<u>Techno stuff:</u>		
Mike		
PowerPoint projector		
Laptop		
TV/DVD		
<u>Venue:</u>		
Confirmed no's attending		
Tea/coffee/water/herbal/biscuits		
Lunch – dietary requirements		
Lunch queue		
Parking tokens		
Signposting		
<u>Registration:</u>		
Table		
Staffing		
Banner		
Name badges		
Membership forms		
Lists for e-mail contacts		
<u>Folders:</u>		
Handouts		

Certificate of attendance		
Evaluation forms		
Details of branch events		
Programme of day		
<u>Post-Event</u>		
Informing speaker of feedback		
Letter of thanks		
Payment speaker and venue		