

Event Planning Checklist

Organising your own event

Initial Steps

	I have read through the areas within this page and know what I need to do to ensure my event is both appropriate and compliant with the Events Management Policy .
	The event has a designated Event Owner (client) and Event Manager (person organising the event). One person can be both the Event Owner and Manager if applicable.
	If the event requires professional management, I have engaged with Event Services.

Venue and Registration

	I have chosen the venue and booked room(s) through Web Room Bookings.
	If applicable, I have adhered to the relevant protocol for Powhiris and for VIP visits .
	If the Event Owner is a third party, I have ensured a Use of Facilities Agreement has been signed via Event Services and an internal contact is willing to act as an event 'sponsor'.
	If the event requires AV support, I have liaised with either LESU or Event Services Audiovisual .
	If the event requires Logistics support, I have liaised with Event Services Logistics or the facilities team in my planned venue (eg. Techsite for events in OGGB).
	I have booked any necessary accommodation for attendees or VIPs.
	I have invited attendees to the event. If necessary, I have arranged ticketing through Eventbrite.
	I have shared the relevant campus maps and car parking options with attendees.
	I have UoA Security's phone number on hand in case help is needed, as well as 111 in case of emergency.

Event Compliance and Safety

	<p>If the event involves any of the following, I have submitted an Event Notification Form at least 3 weeks prior to the event:</p> <ul style="list-style-type: none"> • Service of alcohol • Occurs outside of Monday - Friday 7am-7pm (or on a public holiday) • An estimated number of attendees greater than 50 • Requires service support (security, cleaning, carparks) • Attendance by persons under 18 years of age • Attendance by VIPs or members of the public • Is ticketed or externally marketed/sponsored • May reasonably be expected to cause media attention (positive or negative) • May reasonably create reputational risk for the University.
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	If the event may include attendees under the age of 18, I have read the Guidelines for Events Involving Under 18s and have adhered to the guidelines of the relevant U18 events category. ECG will advise which U18 events category the event falls into after receiving an Event Notification Form.
	If the event is risk banded as 'Orange' or 'Red' by ECG, I have sourced an Event Compliance Officer of the required level for the event and have made them aware of their duties.
	I have created a run sheet for the event, showing the timings and locations of activities.
	I have completed a risk assessment for the event.
Catering and Hospitality	
	If serving food, I have arranged for this to be provided through a panel caterer or other approved supplier.
	If planning to serve pizza, I have read and adhered to the Guidelines for the Supply and Serving of Pizza .
Alcohol Guidelines	
	I have read and adhered to the Guidelines for Events on Campus Involving Alcohol .
	If the event involves alcohol, I have gained alcohol service approval via ECG, by completion of an Event Notification Form .
	If intending to self-manage the alcohol service, I have received approval via ECG and designated one or more Responsible Hosts for the event.
	If intending to serve wine, I have arranged to serve Goldie wines only.
Marketing and Merchandise	
	If my event requires marketing design, I have liaised with an internal marketing contact or one of the listed approved external designers.
	I have sourced any relevant event marketing equipment, signage and/or merchandise.
Sustainability	
	I have read the Sustainable Events Guide and completed the Sustainable Events Checklist .
Inclusivity	
	I have ensured my event is safe, inclusive, and equitable.
Covid-19 Guidelines for Events	
	I have read the guidelines and advice published at the University's COVID-19 staff information hub , including Mask Use on Campus and Requirements for coming on to Campus .