



Event Organiser's Checklist

This step-by-step checklist is designed to help you to provide us with the information we need to ensure your stay is enjoyable and hassle free.

NOW

- If you have not done so already please obtain from your group members the following important information.
 - Allergies (contact details if life threatening)
 - Dietary information
 - Medical conditions
 - Parental consent for those under 18 years of age

Note: The closing date for all registrations should be at least **2 weeks prior** to your arrival. We require your Final Numbers Form and Catering Details Form to be returned **no later than 2 WEEKS** prior to your date of arrival.

4 WEEKS PRIOR

- Organise a responsible person who has a current first aid certificate to be your group's First Aid Officer.
- In consultation with your First Aid Officer organise a first aid kit to bring with you.
- Liaise with Venue Staff regarding your requirements for the following:
 - Meeting and any breakout spaces
 - Conference equipment

2 WEEKS PRIOR

- Return your completed Final Numbers & Catering Details Forms and if possible a copy of your program.
- Fill out the accommodation register (if applicable) and either fax or email it back.

If you have any further questions please do not hesitate in contacting one of our staff who are only too willing to help.