

# 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.