



Event Checklist

Staging:

- Networking area: front desk for name tags, banners
- Guest seating: confirm number of seats and capacity and general room layout (ideally theatre style)
- Presenter seating: seats or stools to either side of stage
- Green room: enough room for presenters and videographer/photographer, close to event space but out of earshot
- Small desk/table for pledge recording laptop (ideally in front row, close to MC lectern)
- Screen(s): TV or projector, location
- Lectern & microphone

Catering:

- Food & drink: usually served 5:30-6:15pm in networking area, 7:10pm in green room for presenters and 8:15-9:00pm in event room/networking area with a quick drink top up in event room around 7:15pm when presenters leave the room

AV:

- HDMI cable and power at pledge recording laptop
- Microphones: how many handhelds/lapels (typically 1 x lectern, 3 x lapel for presenters and 2 x handheld for Q&A/pledge assistance)
- Photographer and videographer with XLR feed for videographer (if required)
- Lighting
- Music
- Secure WIFI

Volunteers:

- Front desk/registration: two people to greet guests, tick their names off the list and give them name tags. Unexpected guests should fill out the on-the-door guest list and can be provided a spare name tag. These volunteers should also make sure a pledge form collection box is displayed on the front desk at the end of the event
- Presenter management: one person to greet presenters, show them to the green room and then bring to event room for sound check. This volunteer should make sure the presenters are seated (at the presenter area at the front of the room) before guests are seated, accompany the presenters to the green room after presentations are done, and bring them back into the room after the pledging is complete
- Mic running: two people with handheld microphones to project guests from their seats in the Q&A session. These could be the same volunteers as the registration desk
- All staff/volunteers to act as ushers (to get guests into the event room for a 6pm



start), and to collect pledge forms at the end of the night

Other logistics:

- Disability access: make sure all areas (including bathrooms) are accessible
- Security: provided where needed
- Pens: please provide on each seat for pledging
- Name tags, spare name tags, copy of guest list, on-the-door registration forms and pens at front desk
- Pledge form collection box (leave at front desk and make sure volunteer puts it out at the end of the night)
- Seeded questions for audience in discreet strips to give to audience members before event begins
- Video interview questions for videographer (if required)
- TFN will bring final MC script, final presentation slides, laptop, staff member to control pledge recording, bell, stopwatch, pledge audio recording equipment, TFN pull-up banners (to be used if appropriate)