

Book Event Checklist

Months Ahead	✓	Person responsible
Programme event into your LRC Dev. Plan		
Discuss ideas with your line manager/Head of SLS etc.		
Discuss ideas with your planning group		
Produce clear library & curric. aims and agree target audience		
Consult school diary & decide possible dates		
Produce an outline budget sheet		
Contact speakers/guests ~ make provisional arrangements		
Confirm all details in writing		
Order relevant publications		
Book the venue(s)		
Enter definite details in the school diary		
Obtain promotional material from publishers/SLS/bookshops etc.		
Seek sponsorship		
Invite sponsors to the event(s) as appropriate		
Finalise budget sheet – headings etc		
Share tasks with your planning group		
Plan refreshments		
Plan advertising materials		
Approx. One Month Ahead		
Plan LRC displays		
Promote and issue books etc. to support the event		
Confirm arrangements with speakers		
Make sure that teaching colleagues know about the visit and are preparing their students		
Check venue, seating plans and equipment with the caretaker etc.		
Check refreshment planning/details		
Organise and distribute publicity		
Organise press coverage/writing a press release		
The week before		
Put up displays		
Final meeting with planning group to confirm details		
Confirm publicity coverage – press, write up for school newsletter etc.		
Organise the school photographer		
Brief the hospitality group		
Make sure the audience knows what and who to expect		
Plan introduction(s) to the speaker(s)		

On the day itself – before the event		
Prepare venue and equipment/seating		
Confirm timings for the audience and accompanying staff		
Check the hospitality group are ready		
Be prepared for a late arrival		
Check all people with things to do		
Have the kettle on and a glass of water (nothing stronger!) ready for the speaker		
During the visit		
Give the speaker time and space to set up		
Offer the speaker refreshments & facilities		
Smile and keep calm		
Enjoy yourself !		
Do your usual brilliant PR job of showing the LRC & school to their best advantage (and yours!)		
Make sure photos are taken		
Make sure somebody thanks the speaker		
Follow up		
Provide positive feedback to the speaker		
Send a letter of thanks from you and perhaps some of the audience		
Send a letter of thanks to the sponsors giving feedback on the event		
Work in partnership with the teachers on follow up work		
Thank those who gave thought, time and effort to the event		
Evaluate		
Organise a write up for the LRC/school newsletter/website etc.		
Put your feet up & then start thinking about the next one !		

Ref.READ13A