

Checklist and quote

For a no-obligation quote you can complete the checklist below and send a scanned copy to Conference and Event Management at conference@lincoln.ac.nz

or mail hardcopy to:

Conference and Event Management
Lincoln Hospitality Limited
PO Box 84
Lincoln University
Lincoln 7647
Christchurch

Name of event

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Proposed location

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Approximate dates

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No. of delegates expected

Your contact details

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The following checklist includes key elements to consider for your event. Where you see a tick box, we can help. Please indicate on the checklist where you would like our input. We will use this information to provide you with a quote and to offer advice about your event. Where an event element listed below isn't relevant please strike it out.

1. Bid for conference or event

- Identify potential conference/event.
- Put together a group of people to work on bid.
- Set event objectives.
- Present bid to decision makers.
- Advise on sources of information and possible funding for putting bid together.
- Help with putting bid package together.
- Help determine event objectives.
- Help present bid to decision makers if required.

2. Administration

- Provide members of organising committee and sub committees.
- Chair and keep minutes of regular meetings of organisers.
- Assist with major decisions.
- Join organising committee as non-voting member and attend relevant sections of meetings.
- Keep committee informed of progress at regular intervals.
- Manage day-to-day running of event.
- Advise on major decisions.
- Establish event plan, deadlines, committee tasks, and timelines.

3. Overall theme and design

- Decide dates and theme of conference.
- Decide on pre- and/or post-conference tours.
- Choose logo and 'brand'.
- Decide on publicity and timelines.
- Arrange draft designs of logo and 'brand'.
- Arrange for design work to be done in appropriate formats.
- Suggest timing and format for communication with potential attendees.

4. Venues and accommodation

- Decide on venues/accommodation.
- Decide on service providers and approve quotes.
- Research and recommend venues/accommodation.
- Liaise with and book venues/accommodation for keynote speaker(s).
- Organise quotes for services, e.g. AV, catering, photographer.

5. Conference proceedings

- Decide format.
- Source Proceedings Editor.
- Liaise with Proceedings Editor once confirmed.
- Arrange production and delivery.

6. Budgets and finance

- Budget considerations.
- Set up conference bank account.
- Decide fees for conference, tours, partner programme.
- Source sponsorship.
- Source exhibitors (if required).
- Decide on suppliers.
- Advise on budget considerations.
- Set up financial account within University system.
- Regular reporting on financial status.
- Liaise with sponsors once confirmed.
- Liaise with exhibitors once confirmed.
- Make timely payments to suppliers.

7. Conference content and programme

- Decide on conference content to meet objectives.
- Source keynote speakers and presenters.
- Provide contact lists for potential attendees.
- Decide on conference timetable.
- Advise on content.
- Liaise with presenters once confirmed.
- Liaise with potential attendees.
- Manage day-to-day running of event.

8. Publicity, brochures and media

- Provide copy and specialist information.
- All contact with media.
- Advise on formats for publicity, brochures and proceedings.
- Organise regular information to confirmed and potential attendees.
- Organise and maintain a conference website.

9. Social events/field trips/partner programmes

- Final decision on venue and entertainment.
- Source destinations and presenters for field trips.
- Final decision on partner programmes.
- Research and recommend venue and entertainment.
- Liaise with field trip destinations and transport once confirmed.
- Research and recommend partner programmes.

10. Registration

- Sign off online registration site.
- Monitor registration numbers.
- Provide contact for keynote speakers.
- Roster help during event.
- Establish online registration site and procedures.
- Receive, receipt and bank all money.
- Maintain accurate records and timely reports.
- Organise conference bag and contents.
- Establish and staff registration desk.

11. Transport

- Decide transport providers.
- Airport meet and greet.
- Arrange preferred transport provider quote.
- Book and liaise with transport providers.

12. Other

Anything else you would like help with?

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