

Kickstart

Gets you started on key issues:

- What are the issues?
- Does it affect us?
- What do we do next?

Conferences and events can vary enormously in purpose, style and length but there are some key questions which are helpful to ask in the organising of any conference or event.

A checklist can help ensure nothing vital is missed!

Event administration

What is the vision?

1. what type of event is this?
2. what is the reason for it?

What is the framework?

1. when is the event? – preferred dates and start/finish times
2. where is it to be held? – preferred location: geographical; facilities required
3. who is it for? – numbers; age range; men/women/children
4. who is organising it? – is a team to be recruited? what is the budget?

Setting a budget

1. how are the costs to be funded? (conference fee; offering; local church etc.)
2. include all venue costs
3. include travel, ministry and accommodation costs of visiting speakers as appropriate
4. what office costs are to be included?
5. set a margin for the unexpected!
6. how is the budget to be monitored?

Selecting a venue

1. geographical location: road/rail/air links
2. site: buildings, surroundings, parking; traffic/other noise
3. meeting rooms and conference facilities
4. catering: types of menu; standard of food; tea/coffee service
5. Accommodation: type and number of rooms; bathroom facilities; electric points etc.
6. facilities for special needs: children/elderly/disabled
7. sports and leisure facilities
8. charges and hidden costs.
9. Confirm all booking details with the venue in writing.

Programme

1. prepare the programme
2. small groups (if applicable) – ask/brief leaders, group delegates
3. offerings?
4. speakers

Visiting speakers

1. send/confirm invitation in writing
2. communicate programme and time available clearly
3. arrange transport and hospitality
4. meeting point/welcome
5. any particular requirements: diet; sale of books; phone/copying facilities; production of speakers' notes etc.

Publicity and invitations

1. consider best media
2. what is the budget?
3. include: name of event; venue; dates/times; purpose of event; speakers; cost; when and how to pay; indication of programme; accommodation detail (if applicable); booking form; directions (these may be sent later); organiser details; legal details.
4. send out well in advance of event!

Delegates

1. register and acknowledge bookings; collect fees
2. assemble 'conference pack' for delegates' arrival (e.g. welcome letter, programme, accommodation list, seminar forms, tape order forms, practical information on venue, tourist information, speakers notes etc.); prepare badges

Venue liaison

1. delegate numbers and room allocation
2. programme
3. meeting room set up
4. meal arrangements: times, layout, tea/coffee areas
5. other special requirements
6. consider decor/flowers; signs
7. fire regs; insurance; security

Equipment

1. site communication (phones or radio)
2. OHPs, screens
3. flipcharts, TV/Videos
4. PA – inc taping
5. extra lights
6. Translation equipment

7. Hearing loop?

8. insurance

Teams

1. worship leader/band
2. OHP team – acetates, blank sheets, pens, OHP operators
3. stewards – also take offerings?
4. ministry team
5. security; on-call first aiders (use pager?); cleaning; car parking
6. PA/tape copying – equipment, operators
7. Registration team – procedure on arrival
8. creche/children – policy, room, equipment, organiser

Sales

1. Audio tapes – produce afterwards and post, or sell at event?
2. Video tapes?
3. sale of tapes, books etc. – if commercial bookshop then agree commission

At the event

1. arrive early!
2. carry an 'administrator's kit': e.g. stationery, pens, stapler, glue etc., acetates and pens, cheque book/cash float etc.
3. set up: registration (delegate lists, venue plans, payment outstanding)
4. set up: office (PC, printer, phone)
5. set up: meeting rooms (chairs, screen and PA positions, ventilation, stage, décor, signs)
6. monitor heating, lighting etc. and needs of delegates
7. keep venues tidy and secure as necessary
8. monitor programme flow
9. be available!

After the event

1. Review and make notes – while it is still fresh in your mind
2. Compare costs to budget
3. Ensure honorariums/gifts have been sent as appropriate
4. Thank teams/team leaders
5. Copyright (see KickStart sheet)



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