

Tasks

- Check venue availability, requirements and facilities
- Book venue
- Book travel and accommodation, if required
- Contact AV Hire (AVHire@anu.edu.au) for additional microphones, recording/videotaping, if needed
- If event takes place after hours: organise with ANU Security for doors to remain open
- Forward information about your event to the Gender Institute for promotion on the Gender Institute website/social media pages/newsletter
- Organise Welcome to Country/Acknowledgment of Country
- Inform the Gender Institute of your guest list and contact VIP Visits and Protocol Coordinator (vip.visits@anu.edu.au) if VIP guests will be in attendance
- Organise catering, if required
- Secure the services of a photographer, if needed
- Create event webpage and/or registration webform

Lead up

- Confirm catering order and numbers with caterers
- Complete the Functions on Campus eForm
 - Request copies of speakers' presentations and save onto USB drive
- Send out a reminder email, if necessary
- Prepare a running order and share with organising team and speakers
- Arrange to collect the Gender Institute banner and newsletter signup sheet from the Gender Institute office

Day before the event

- Check RSVPs
- Print and make sure you have enough signs/posters/arrows/release forms
- Print running order sheet

On the day

Arrive at least 30 minutes before the start of the event.

Bring pens, blu-tack, notepads

Bring water jug and glasses for speakers

Set up the venue

Log into the computer

Perform power, sound and light checks

Load powerpoint/prezi presentations

Ask speakers to sign and date release forms

Set up signs and arrows, if it is a hard to find location or venue has moved

Display Gender Institute banner and newsletter signup sheet

Display name cards, if you're having a panel discussion

Put down reserved seating cards, if required

Make sure nothing is blocking the emergency exits

After the event

Pack up Gender Institute banner and collect the newsletter signup sheet

Make sure no food or drink items are left in the venue

Make sure no personal belongings are left behind

Log out of computer and pack down

Wait until the venue is empty, switch off the lights and close the doors

Arrange for the caterers to pick up leftover food and catering supplies

Return Gender Institute banner and newsletter signup sheet to the Gender Institute office