

## UCL Institute of Education (IOE) Events Checklist

Date:

Event Name:

Lead Organiser:

Days in advance	Task	Notes
3 months: 90-75 days	Venue	<p>When booking a venue in the IOE, investigate on availability via the Staff Intranet on the <a href="#">Room Bookings</a> section. You can book by making a request on the online system or calling Room Bookings.</p> <p>In order to identify a suitable room, you must consider:</p> <ul style="list-style-type: none"> <li>• Capacity                             <ul style="list-style-type: none"> <li>• Up to 200 people have attended guest lectures in the past</li> <li>• Check out the IOE's event spaces</li> </ul> </li> <li>• Layout                             <ul style="list-style-type: none"> <li>• Poster Exhibition, Lecture, Room Layout Request via UCL Estates (available on staff intranet)</li> </ul> </li> <li>• Furniture                             <ul style="list-style-type: none"> <li>• Is extra furniture required? – request with <a href="#">a UCL Estates Service Request Form</a></li> </ul> </li> </ul> <p>If you cannot book online, rooms in the IOE can also be booked through <a href="#">Michael Walker</a></p> <p>Contacts</p> <p><a href="#">Room Bookings</a> Ext. 57577</p> <p>Michael Walker at <a href="mailto:michael.walker@ucl.ac.uk">michael.walker@ucl.ac.uk</a></p>

		<p>Useful links</p> <ul style="list-style-type: none"> <li>• <a href="https://20bedfordway.com/view-rooms/">IOE Event space - https://20bedfordway.com/view-rooms/</a></li> </ul>
3 months: 75-70 days	Communication with speaker	<p>Initial contact to speakers should be made by event organiser and followed up in a timely fashion. Depending on the event, you will be required to ask for:</p> <ul style="list-style-type: none"> <li>• Travel arrangements</li> <li>• Accommodation needs</li> <li>• Accessibility and mobility</li> <li>• Parking</li> <li>• Title, abstract, biography, photograph</li> <li>• Will they have a plus one?</li> <li>• Will they require AV?</li> <li>• List of their guest invitees</li> <li>• Permissions to be filmed and photographed (release forms)</li> <li>• Schedule speaker updates (1 month, 1 week prior to event)</li> </ul>
3 months: 70 days	Budget	<p>Generally, there is scope to put on any kind of academic or student experience enriching activity or event, particularly those that enhance the reputation of the IOE or more specifically the Department. That said, budget should be managed carefully. Speak to your line manager about what has been done previously and get clearance before going ahead.</p>
2 months: 60 days	Invitations	<p>Consider which invitation method is suitable e.g. html. Make sure that a draft invitation includes the following details:</p> <ul style="list-style-type: none"> <li>• Speaker biography and photo</li> <li>• An appropriate image</li> </ul>

		<ul style="list-style-type: none"> <li>• Topic and relevance</li> <li>• Venue</li> <li>• Timings/itinerary if known</li> <li>• Dress Code</li> <li>• Access needs</li> </ul> <p>If catering is planned, make sure you request <b>dietary requirements</b></p> <p>Add the event to the Forthcoming Events panel on the IOE website.</p>
2 months: 60-40 days	Catering	<p>Once you have an idea of numbers from the initial wave of RSVPs, book the Catering. This can be done by email:</p> <p>The IOE's contracted catering supplier is Aramark.</p> <p>Contact:</p> <p><a href="#">Catering</a></p> <p><a href="mailto:ioe.catering@ucl.ac.uk">ioe.catering@ucl.ac.uk</a> +44(0)20 7612 6405</p>
2 months: 40-30 days	A/V IT Filming Live stream Photography	<p>All requests for Audio Visual (A/V) requests (mics, projectors etc.) contact <a href="mailto:ioe.avsupport@ucl.ac.uk">ioe.avsupport@ucl.ac.uk</a></p> <p>All requests for filming, photography, live streaming should also be directed to <a href="mailto:ioe.avsupport@ucl.ac.uk">ioe.avsupport@ucl.ac.uk</a></p> <p>Consent forms from speakers are required for any events that will be photographed and/or filmed. Forms are available at on the <a href="#">UCL website</a>.</p> <p>Contact:</p> <p>IOE Audio Visual Support at <a href="mailto:ioe.avsupport@ucl.ac.uk">ioe.avsupport@ucl.ac.uk</a></p> <p>Useful links: <a href="#">Consent forms</a></p>

<p>2 months: 40 days</p>	<p>Publicity</p>	<p>Identify the audience for the event and choose the relevant strategy to market the event to this group e.g. public, alumni, specially invited guest. This may require the planning and creation of the following:</p> <ul style="list-style-type: none"> <li>• Press Release</li> <li>• Pre-event Blog</li> <li>• Website</li> <li>• Staff Intranet</li> <li>• Guest Packs</li> <li>• Flyers/Posters</li> <li>• Social Media – Event hashtag?</li> </ul> <p>Consider whether alerting any other Departments in UCL or external organisations would add value to the ‘quality’ of attendees.</p> <p>Useful links</p> <ul style="list-style-type: none"> <li>• <a href="#">IOE Visual identity guidelines</a></li> </ul>
<p>2 months: 40-30 days</p>	<p>Logistics</p>	<p>A month before the event, zoom out to consider the smaller elements of the event plan which may add value. These could be:</p> <ul style="list-style-type: none"> <li>• Badges (names and affiliations very useful for networking events)</li> <li>• Entry management (ticket scanners)</li> <li>• Materials – does the speaker require a flipchart/paper, should there be prospectuses or brochures available for guests? Table cloths? IOE banners? Attendee lists?</li> <li>• Prizes</li> <li>• Gifts – as specific to the speaker’s likes and dislikes is appreciated</li> <li>• Guest Wi-Fi – organise via your departmental computer representative</li> </ul>

		<ul style="list-style-type: none"> <li>• Accessibility provisions</li> <li>• Handouts (Wi-Fi, health and safety etc.)</li> </ul> <p>You should also consider whether a couple of extra pairs of hands would be useful – approach some of your colleagues and/or students. Liaise payment for this (if required).</p>
1 month: 30-15 days	Schedule/R&Rs	<p>Two weeks ahead of the event, you should meet with your team or the academic involved in speaker liaison to confirm the schedule for the day and staff Roles and Responsibilities in the finest detail:</p> <ul style="list-style-type: none"> <li>• Who is meeting the speaker? Who is in charge of introductions/vote of thanks</li> <li>• 'Handlers'</li> <li>• Phone numbers</li> </ul>
1 month: 15-10 days	Risk Assessment	<p>Complete a risk assessment via <a href="#">Risk Net</a>, consider any issues which could arise and plan for these to avoid problems.</p> <p>Items to consider:</p> <ul style="list-style-type: none"> <li>• Staff training</li> </ul> <p>- Have you and your core staff team completed the Moodle health and safety training?</p> <ul style="list-style-type: none"> <li>• Fire marshals</li> </ul> <p>-Do you have a sufficient number of FEM for the number of attendees arriving and the areas in use?</p> <ul style="list-style-type: none"> <li>• Security</li> </ul> <p>-Have you got a sufficient number of security staff covering your event?</p> <ul style="list-style-type: none"> <li>• Planned building works (check the staff intranet for updates on planned building works)</li> <li>• Walk around ahead of your event.</li> </ul> <p>-It's useful to do a pre-event walk around to assess whether there are any building concerns that need to be flagged up that may require a few days to action and resolve. This is in addition to the on the day walk around.</p>

		<p>Useful links</p> <ul style="list-style-type: none"> <li>• <a href="#">Risk Net</a></li> </ul>
1 month: 10 days	Evaluation	<p>Consider how you will evaluate the event:</p> <ul style="list-style-type: none"> <li>• Paper feedback form</li> <li>• Online survey attached to the <a href="#">UCL Ticketing</a> mailing list</li> <li>• Individual email requests for feedback</li> </ul> <p>Plan an evaluation strategy and put together a questionnaire accordingly.</p> <p>Useful links</p> <ul style="list-style-type: none"> <li>• <a href="#">UCL Ticketing</a></li> </ul>
1 month: 5 days	Final communications	<p>Send final confirmations to:</p> <ul style="list-style-type: none"> <li>• Speaker/s to confirm all details, arrival, itinerary and departure</li> <li>• Chair briefing</li> <li>• Those with specific roles on the day</li> <li>• Pre-event email to all attendees to remind them of the timings, <b>dress code</b>, itinerary and venues.</li> <li>• <i>Include a MAP in all the above</i></li> </ul>
1 month:	Signage	<p>Signage is vital on the day to lead guests without active instruction.</p> <p>Items to consider:</p> <ul style="list-style-type: none"> <li>• Will you need signage around the building?</li> <li>• Have you informed the IOE main reception about your event?</li> </ul>

		<ul style="list-style-type: none"> <li>• Toilets?</li> <li>• Hazards?</li> <li>• Social Media Channels?</li> <li>• Disclaimers about photography and filming?</li> </ul> <p>Useful links</p> <ul style="list-style-type: none"> <li>• <a href="#">IOE Visual identity guidelines</a></li> </ul>
On the Day	Day activities	<p>Ensure:</p> <ul style="list-style-type: none"> <li>• You identify a good photo opportunity and use it to document the day</li> <li>• Have a few posts scheduled on Social Media to encourage people to join the conversation</li> <li>• Keep branding consistent, with marketing materials and the pull-up banners</li> </ul> <p>Useful links</p> <ul style="list-style-type: none"> <li>• <a href="#">IOE Visual identity guidelines</a></li> </ul>
Post Event	Post event activities	<ul style="list-style-type: none"> <li>• Send out the evaluation and analyse responses</li> <li>• Document the photographs in a good database, labelled and dated</li> <li>• Create a news story for the website to feature on social and in the newsletters</li> <li>• Send thank you emails to all those who took part</li> <li>• Clear up materials</li> <li>• Send follow up thanks to speaker</li> </ul>