

EVENT CHECKLIST

WELLINGTON CAMPUS – Please contact wnevents@massey.ac.nz to discuss the following

1.

Venue Booking

Have you booked your event venue?
Remember to allow time for set up and pack down in your booking.

2.

Room Set Up

How would you like your room set up?
Consider layout and how many tables, chairs etc.

3.

Technical Requirements

Will all your technical requirements be available?
Do you need to hire any extra equipment?
Laptop, pointer, extra microphones etc.

4.

Catering

Has catering been booked?
If you are using Tussock Café contact 04 801 5799 ext. 63689 or j.hanna@massey.ac.nz

5.

Alcohol

Will alcohol drinks be served?
Please discuss all alcohol licensing with wnevents@massey.ac.nz

6.

Announcing an event

Does it need to go on the Massey Events Calendar?
Consider communication avenues. Are RSVPs required? If so, who will take them?

7.

Invites

Have you considered who may need to be advised / invited?
Vice-Chancellor, AVC & University Registrar, College PVC's, Campus Registrar, MAWSA etc.

8.

Signage

Are additional signs needed to direct guest to your event venue?
Also consider how you will direct external guests to the campus

9.

MC and Guest Speakers

Do you need to book an MC or Speaker?
Will you need to write notes for speakers?
Will a gift be required?

10.

Run Sheet

Have you created a runsheet with happenings and approximate timings?
This should be emailed to all involved one week prior to the event

11.

Event Hazard Plan

Do you have an Event Hazard Management Plan in place?

[HAZARD PLAN - ONLINE TEMPLATE](#)

[HEALTH & SAFETY INFORMATION](#)

12.

Security

Does security need to be advised or will you need additional security for your event?

13.

Important Considerations (Wellington Events Office can assist)

Parking - Are special arrangements needed?
Security - Does security need to be advised or will you need additional security for your event?
Music - Will your event need music? Consider live music or a sound system etc.
Cleaning / Rubbish - Is a special clean required? Are extra bins required?
Look and feel - Lighting, banners, flowers, table setting and decorations etc
Travel - Do you need to plan travel, accommodation or taxi's?