



EVENTS CHECKLIST

FOR CLUBS, SOCIETIES AND CULTURAL GROUPS

Event: _____

Date: _____

Event Organiser: _____

Club: _____

1 Getting Started

- Event Concept Form** required for all on-campus events– www.mawsa.org.nz/event/event-concept-form
- Risk Assessment & Management Strategy** if alcohol served or undertaking high risk activities
- Venue booked**

2 Budget

- Event budget** prepared
- Apply for grant** more than one month before event
- Other funding** and/or sponsorship secured

5 Catering

- Food** ordered
- Drinks** (including non-alcoholic options available)
- How is it being served and by whom?

3 Alcohol (contact MAWSA for assistance)

- Sign off from Campus Life Coordinator
- Tussock Duty Manager** booked
- Security** booked (if required)

OR

- Off-Campus: Licenced venue/supplier

6 Equipment (contact MAWSA for assistance)

- Tables & chairs
- Glassware & tablecloths
- Speakers & sound
- Projector & AV
- First aid kit

4 Promotion

- Invited** relevant people
- Social media** presence
- Posters** on campus
- Paid **advertising** (eg facebook)
- Communicated** with relevant lecturers
- Blurb and image sent to MAWSA for **MAWSA newsletter & social media**.

7 Miscellaneous

- Runsheet** prepared and sent to team
- Music or entertainment** planned
- Photographer** arranged
- Set-up & clean-up** plan
- Post-event **report/receipts** returned if grant received
- Be aware of **emergency procedures** for the venue and be prepared to act as fire warden if needed.