

Event-Planning Check List

Planning is essential to an event's success! Therefore we have developed this check list to assist you when organizing your lectures, symposia, workshops, meetings, conferences, etc. Not all items on the Checklist will be relevant to your function.

Good Luck!

For assistance please contact the Events Management Team at Telephone: +9714 402 1225 or at zucc-dxb@zu.ac.ae

At the very start

- What is your budget. (Can you get extra funds if needed. Could you get sponsors.)
- Determine your audience type
- Determine if press conference is required
- Determine your event marketing plan
- Determine date(s) and time(s) of the meeting(s), and if possible
- Set alternative date(s) and time(s)
- Decide on the destination city
- Arrange for a site inspection
- Get contact of the team
- Will guest rooms be needed? If so, how many?
- Will meeting space be needed?
- Will set up date be needed?
- Will food & beverage be needed?
- Will audio/visual equipment be needed?
- Determine the total budget spend for the meeting(s). Break down the budget to allow for:
 - Guest rooms
 - Meeting space
 - Food & beverage
 - Audio / visual equipment rental
- Determine meeting daily schedule
- Will there be a registration fee?
- Will exhibition space needed

Guest Rooms & Visa

- Search for a different hotel categories within vicinity preferably with shuttle bus services
- How many guest rooms will be required?
- Determine how many individual booking and how many group booking?
- What is the breakdown number of singles, doubles, and suites?
- How many people per room?
- What is the budgeted guest room rate?

- Ask the hotel to create a free customized personalized online group page for your event. Share the URL with your delegates to book their reservations quickly and easily.
- As alternative option provide the delegate with a code supplied by the hotel to book reservation directly.
- Request from the hotel an updated guest list to see which attendees have already booked their reservations.
- Ask the hotel when names for all of the guest rooms are due by.
- Prepare a list of visa requirements for all nationalities or provide delegates' with the link to UAE immigration

Meeting

- Determine your meeting room size for the meeting
- Determine meeting time, duration
- Determine attendees number
- Determine the meeting agenda for the event per day
- Invite speakers / send invitations
- Check the development of the speakers presentation
- Will handouts required
- Determine the set up arrangements (reception, theater, U shape, classroom, conference, banquet and hollow square)
- Determine Audio / Visual requirements
- Will Podium, microphone, panelist furniture, white board, flip chart, markets, notepads etc be needed
- Prepare internal / external / breakout room signage and tents or plates for attendees if a seating plan is required
- Will Press Room required with set up and catering
- Will executive Majlis for VIP required with set up and catering
- Is internet required?
- Will simultaneous translation facility required if yes determine quantity and languages
- Will red carpet be needed for the opening
- Will flower arrangement be needed
- Check the parking space
- Will valet parking required
- Will hostesses required
- Will there be printed material and consider the timeline for producing it
- Ask for other provided facilities on the venue (business center, prayer rooms, ATM)
- Hold a pre-event meeting with your venue contact to go through the program
- Prepare a staff briefing kit (programme, scenario, contact telephone list etc.)
- Will video recording / photography needed
- Will additional security and cleaners required?

Food & Beverage

- Determine number of people to be served at the event and at what time
- Determine menu options
- Determine lunch/dinner service options (buffet lunch, cocktail reception, gala dinner, standing lunch, silver service)
- Determine number of coffee breaks and its location
- Will coffee/tea & water be needed throughout the meetings
- Advise the organizers of any special dietary requirements

Billing & Payment

- Will deposit payment required to secure booking and order services? Ask for payment schedule
- What is the cancelation policy
- Ask for the bank details
- Ask for methods of payment (cash, bank transfer or cheque)