

# Planning a Q&B event – a practical checklist from the Events Support Group

## Practical checklists

### *THINGS TO THINK ABOUT AS YOU PLAN THE VENUE*

#### How should each room be set up?

There are standard plans for Lecture, cabaret, and boardroom – especially in larger venues they will set up the tables and chairs and ask how these should be.

There is a page of examples in the Friends House Hospitality brochure in this pack.

Does the layout change? If so who/how will this happen?

Consider fire exits, accessibility and consult with onsite staff or local friends/Wardens to design a safe and efficient space. You may want to create a room layout plan or a list of rooms and required layouts if there is more than one or the room has to be changed.

- Is power required? If so where is it – do you need extension cords and cable protectors?
- Is all hardware/software working correctly – including microphones and sound
- Is there a loop system for hard of hearing?
- Is there Wi-Fi? If so will it be free to all attendees or only for specific people (speakers and organisers), do you need passwords etc.?
- Check there are adequate cloakroom facilities – if it is winter there will be more coats and they will be bulky.
- Check there are adequate toilets – or consider staggering finishing times or extending breaks to allow everyone to access.
- You will need a reception – to check tickets and take money.
- Q&B will want a table to sell copies of publications and to display membership material.
- Marketplace – often there is a table for leaflets from attendees and speakers.

Are there any unusual things about this venue that may need to be explained?

## ORGANISING THE DAY

### The team

- Appoint a clerk - they can also explain a bit about the Quaker way of doing things and that a minute will be made during the day.
- Organise a person or group, often the clerk, to write a minute.
- Appoint someone to open the event, greet everyone, introduce the day and speakers, do any notices and ensure the event keeps to time. This may be the clerk of course!
- Ensure someone has responsibility for each of the speakers. Meeting and greeting them, ensuring they have drinks, time to collect their thoughts beforehand, are thanked and walked out of the room rather than abandoned.
- Have a separate organiser who has an overview and keeps track of time and prompts, speakers, questioners.
- Appoint people (at least two) to handle money for tickets on the day, the list of people who have already paid and ensure there is a float available. Have someone outside of this pair check the float and total monies before and after the event.
- Have runners/go-fers available who can sort out the missing tables, go to reception or the Warden to ask a question and ensure things run smoothly.
- Appoint doorkeepers to direct people to the rooms and to control access.
- Appoint elders for any Meeting for Worship – who may need to explain what MfW is.
- Appoint people to be responsible for catering and other refreshments – which may include the washing up!
- Consider if you need to organise someone to take photos, write a report, give feedback, collect evaluation forms (if handed out), liaise with catering or child care,
- Create and print any direction signs, name badges, copies of the programme, room posters etc. that you may need.
- If roving microphones will be needed (and always use a loop if possible to ensure everyone can hear, including those using hearing aids) decide how many and appoint people to do this.

## Things to do on the day of conference

- Put up signs with the Q&B logo, event name and arrows, so people do not get lost around the venue.
- When you arrive – ensure that the rooms are as you expected and let any organisers know of any necessary changes.
- Consider ventilation and heating – do you need to open or close windows, boost the heating?
- Check where the light switches are and that all lights are working.
- Check that any presentation/slides are visible from back of room – if necessary make a note to turn lights off, close blinds etc.
- Check that all the microphones work and that the speakers know how to turn them on and where to hold them. The same applies to those using roving mikes for questions.
- Update the housekeeping notice: Fire alarms, toilets, any changes to the day, catering, breaks and give any changes to the clerk/person doing notices.
- Run through expectations with the caterers or other organisers: How will refreshments be delivered, served, cleared away? Where will dirty dishes go as people finish?
- Make sure that the venue is cleared and left as expected – don't be afraid to ask for help if needed. You shouldn't be doing everything after all...

## After the event

- Thank the speakers and ensure their claims are forwarded to the treasurer for payment
- Ensure the books, papers etc. have been picked up from the venue and returned.
- Analyse the feedback/evaluation forms
- Write up some feedback and thoughts on the event – what could be done better?
- Would you like some changes or additions to the packs and support you were given?

**Thank you for your service to Quakers & Business we hope you enjoyed it.**