

**Imm and Vacc Annual Update Training
Thursday 10 October 2019
Buckingham Suite, Humber Bridge Country Hotel, Barton
Event Plan**

Link to X Drive Folder: X:\LMC\Communications\Events\2019 Events\2018 10 01 Imm and Vacc for 2019\2019 10 10 Nurse Update

MEETING OWNER - AADDIE

Budget

Total Budget (if known)	£60 per person if possible
Room Hire Cost (Total due)	TBC £120.00
Trainer/Speaker Costs	£45 per head £1575 Travel £40.00
Other Expenses (itemise)	Refreshments x2 sittings £TBC £2.50 per delegate

Payments

	Amount	Date Due	Date Paid
Venue Deposit	None paid		
Trainer/Speaker Deposit	£250	January 2019	10/1/19
Venue Balance		TBC	✓ done
Trainer/Speaker Balance	£1325 + travel £40	After event	✓ done

Initial Planning

Action	Complete by Date	Person Responsible	Tick when complete
Take into account any relevant learning points from previous events (link to Learning Points document: <u>X:\LMC\Communications\Events\Learning Points\Learning Points.docx</u>)			
Agree theme			
Book speaker(s)	December 2018	Amy	✓
Agree outline with speaker(s)	N/A	N/A	N/A
Book venue	December 2018	Amy	✓
Book catering – 2x refreshment breaks	December 2018	Amy	✓
Book equipment if necessary <ul style="list-style-type: none"> • Projector • Flipchart & pens • Screen • Table for projector • Table & chairs for presenter(s) • Coat rack if winter • Signing in table 	Check September 2019	Amy/Sonia	✓

Sign & return venue booking forms	TBC	Maddie	✓
Send out save the date	January 2019	Amy/Sonia	✓
Make travel arrangements for speaker(s), if necessary			
Book accommodation for speaker(s), if necessary			

Managing Bookings

Action	Complete by Date	Person Responsible	Tick when complete
Design email flyer			
Set up online booking form	December 2018	Amy	✓
Set up online confirmation page	December 2018	Amy/Jonathan	✓
Put event details on website	January 2019	Amy	✓
Send out email flyer	January 2019	Amy	✓
Create online payments	January 2019	Amy	✓
Acknowledge booking to main contact via email			Automatic (FourteenFish)
Send programme & directions to all delegates			Automatic (FourteenFish)
Send invoice to main contact via email	Ongoing		Ongoing

Final Preparations

Action	Complete by Date	Person Responsible	Tick when complete
Advise venue of final numbers/dietary requirements	September 2019	Amy/Sonia	✓
Check final venue booking confirmation	September 2019	Amy/Sonia	✓
Prepare signing in sheets	September 2019	Amy/Sonia	✓
Print badges (if applicable)			
Request presentations from speakers			
Load presentations onto laptop (s) & data stick			
Test presentation/projector (if using ours)			
Check our supply of printer consumables			
Print Evaluation Forms	7/8 September 2019	Amy/Sonia	✓
Print handouts			
Print slides (if necessary)			
Email the speakers with any last minute information if necessary	Delegate list required 3 October 2019	Amy/Sonia	✓
Remind LMC staff to bring their laptops to event, if required.			
Make sure LMC staff are aware of any On the Day actions they will be responsible for.		Amy/Sonia	✓

On the Day

Action	Complete by Date	Person Responsible	Tick when complete
Collect speaker(s) and/or arrange taxis			
Take items to venue: PROJECTOR! ✓ <ul style="list-style-type: none"> • Signing in sheets & pens ✓ • Evaluation forms ✓ • Extension leads x2 ✓ • Spare HDMI cables x2 ✓ 		Amy/Sonia	✓

<ul style="list-style-type: none"> • Venue booking confirmation ✓ • Portable speakers if necessary ✗ 			✓
Check room layout(s), equipment, catering, signage etc is all as per booking confirmation & that room temperature feels comfortable		Amy/Sonia	✓

After the Event

Action	Complete by Date	Person Responsible	Tick when complete
Remove event from website	11 October 2019	Amy/Sonia	✓
Email delegates: <ul style="list-style-type: none"> • CPD Certificates • Post-event info e.g. presentations/Q&As 			
Email feedback forms to delegates/put on website (if necessary)			
Chase unpaid invoices			
Pay venue		Amy/Sonia	✓
Collate feedback		Amy/Sonia	N/A
Update Learning Points master document, if necessary		Amy/Sonia	N/A
Update Ideas for Future Events master document, if necessary		Amy/Sonia	N/A
Scan & save in event folder on x drive: <ul style="list-style-type: none"> • Signed attendance register • Completed evaluation forms (no need to keep hard copies) 		Amy/Sonia	N/A

