

CHANGE MAKERS

Host an event

In this document we outline all the elements you will need to consider when organising an event in your city.

To successfully deliver an event, you will need to consider key elements of the event, and also assess if the event will appeal to a broad UQ alumni audience.

Enlist the help of other alumni in your area to share ideas and lighten the load. Please also reach out to the UQ Alumni Relations and Engagement office or to your country representative for advice and guidance.

Before beginning to plan an event you should decide the type of event you would like to host. Is your event a:

- Conference style event with a speaker?
- Round-table discussion?
- Networking event?
- Mentoring workshop?
- Welcome back to country event?

Once you have decided the type of event, you will need to consider:

- The purpose and goal of the event;
- The audience you wish to attract and potential number of attendees;
- The date and timing of the event;
- Location and accessibility;
- Catering (if applicable);
- AV requirements (if applicable);
- Ticket pricing (if applicable);
- Booking a speaker, facilitator and host (if applicable)
- Appoint a lead organiser; and
- Enlisting volunteers to assist in planning and delivery.

Suggested timeline

3 – 6 months before event

- Draft a list of tasks to be completed, and assign these to volunteers.
- Prepare a budget (if applicable).
- Research venues, taking into consideration location, accessibility, parking and public transport.
- Consider dates, but remain flexible until a venue has been selected.
- Decide on a suitable venue (consider minimum spends where applicable). Discuss available dates with the venue and book.
- Contact the UQ Alumni Relations and Engagement office to advise them of the date.
- Develop the timings for the event.
- Confirm speakers, facilitator and host (if applicable).
- Speak with the Alumni Relations and Engagement office regarding industry partners.
- Decide on a cost per person (if applicable).
- Collate invitation list and send out a date claimer via email or social media.

2 – 3 months before event

- Speak with the Alumni Relations and Engagement Office and decide how your event will be promoted.
- Collate invitation list, including VIPs.
- Decide on a title and speaking points with guidance from the speakers, facilitators and host.
- Request short biographies from the speakers.
- Set up a registration portal with the assistance of the Alumni Relation and Engagement office.
- Send out invitations and monitor registrations.
- Confirm AV requirements and appoint a technician.
- Arrange catering, including food and drinks, ensuring you consider dietary requirements.

4 – 6 weeks before event

- Finalise catering and AV requirements.
- Draft a runsheet for the event and circulate for feedback. [You can download our template here.](#)
- Assign on-the-day tasks to volunteers.
- Send a follow up invitation.

1 – 2 weeks before event

- Send out final reminder to attendees.
- Finalise attendees and produce name cards. [You can download our template here.](#)
- Create signage if applicable. [You can download our template here.](#)
- Notify the venue and catering of final numbers and dietary requirements.
- Print any materials needed.
- Send final runsheet to speakers, facilitator and host.

On the day

- Arrive early with volunteers to check venue, catering, AV.
- Organise registration table and name cards.
- Greet VIPs, speakers and guests.
- Display signage.
- Stick to the runsheet timing.
- Enjoy the event and network!

Post event

- Send thank you note to speakers, facilitator and host.
- Send a follow up email to attendees along with an event survey and materials.
- Finalise event attendees, including no-shows and send to the Alumni Relations and Engagement office.
- Respond to any enquires received.
- Consider future events!

For further details, please contact:

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OF QUEENSLAND**
AUSTRALIA

CREATE CHANGE