Identifying the Requirements for an event

As the Administrator for IDEUSOLVE, I have been asked to plan their yearly exhibition event. IDEUSOLVE Software is targeted at teachers and schools. The budget I have been given is £6,000-£8,000.

Requirements for the Annual Event

- Space for 100 – 200 attendees
- I.T Facilities – Computers, speakers, Wi-Fi, Microphones, Video Projector
- Parking and wheelchair access
- Workshops to hold 30 people
- One day event on a Wednesday or Thursday
- Needs an exhibition area for workshops
- Venue available for whole day
- Starts at 9.30 am
- Key Note Speaker at 10.00 am
- Finishes at 3.30 pm with closing speech
- Drinks available

Checklist for Event:

- Numbers of those attending
- Information about facilities
- Risk Assessment (sign in sheets, badges, fire exits)
- Hospitality (drinks, diets, allergies, wheelchair access)
- Documents/Hand-outs
- Target audience
- Budget (£6-8000)
- Venue/Location
- Security
- Parking and Wheelchair Accessible
- Speakers
- Registration
- Flyers/Leaflets
- I.T Facilities (Computers, speakers, Wi-Fi, Microphones, Video Projector)