



Identifying the Requirements for an event

As the Administrator for IDEDUSOLVE, I have been asked to plan their yearly exhibition event. IDEDUSOLVE 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 (signs, stickers, 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)