

Face-to-Face Events Checklist



1. Planning Phase (3–4 months prior)

☐ Review the annual committee budget created at the start of the year

- Catering
- Venue booking
- AV equipment/support
- Speaker fees
- Speaker gifts
- Decorations/props
- Accommodation and travel/transport
- Stationery
- Ticket income (non-members)
- Sponsorship (Gold/Silver/Bronze – aim for four sponsors total)

☐ Brainstorm event purpose and goals

- Educational topic and learning outcomes
- Target audience
- Networking/social intentions
- Recognition of cancer nurses
- Positive psychological or wellbeing impact
- Member engagement
- Membership growth
- Suitable format (dinner, presentation, workshop)

☐ Build the event team

- Nominate two committee members to lead (or more if required)

☐ Select date and venue

- Accessible location (geography, transport, parking)
- Check public holidays and local event clashes
- Dinner timing (Thursday, 6pm–8.30pm)
- Workshop timing (Saturday, 9am–12.30pm or 12pm–2.30pm)

☐ Plan programming and content

- ☐ Identify speakers/presenters/panellists
- ☐ Confirm topics and discussion format

☐ Confirm sponsorship opportunities

- ☐ Check for National Partner interest with Membership & Events Manager
- ☐ Engage local sales representatives using committee prospectus

Face-to-Face Events Checklist



☐ **Determine AV requirements**

- Standard setup: 2 microphones, 2 laptops (1 spare), projector screen
 - Livestreaming: additional microphone
 - Satellite sites: 2 laptops (1 spare), projector screen, microphone per site
 - Venue AV availability
- ☐ Book external AV if required

☐ **Draft preliminary agenda or schedule**

2. Early Implementation Phase (2–3 months prior)

☐ **Submit Education Event Website form to commence project**

☐ **Finalise agreements**

- ☐ Venue/caterer
- ☐ Sponsors
- ☐ Presenters
- ☐ Obtain speaker information and biographies
- ☐ Send venue agreement to Aviya for signing and deposit

☐ **Confirm presenters and sponsors are added to event webpage**

- Via Membership & Events team

☐ **Finalise agenda/schedule**

- ☐ Share with speakers
- ☐ Share with sponsors
- ☐ Seek support from Membership & Events team if needed

☐ **Plan contingencies**

- Weather
- Presenter changes
- Venue or AV issues

☐ **Begin promotional activity**

- ☐ Review planned promotional timeline
 - ☐ Circulate posters
 - ☐ Promote through local networks and word of mouth
-

3. Later Implementation Phase (1–2 weeks prior)

☐ **Continue promotion**

Face-to-Face Events Checklist



- ☐ Posters
- ☐ Emails
- ☐ Word of mouth
- ☐ "Last chance to register" email (sent by Membership & Events team)
- ☐ **Confirm registrations with Membership & Events team**
 - Total registrations
 - Dietary requirements
- ☐ **Liaise with speakers**
 - ☐ Reminder email
 - ☐ Confirm date, time, venue
 - ☐ Ensure contact numbers are exchanged
- ☐ **Liaise with sponsors**
 - ☐ Review sponsor brief
 - ☐ Confirm agreed benefits
 - ☐ Ensure contact details are up to date
- ☐ **Confirm event assets**
 - ☐ Holding slides
 - ☐ Evaluation survey QR codes
- ☐ **Purchase remaining materials**
 - ☐ Name badge labels
 - ☐ AV items (if needed)
 - ☐ Speaker gifts

4. Event Day

- ☐ **Follow agenda/schedule from set-up to pack-down**
- ☐ **Oversee site setup**
 - Work with venue/catering staff
 - ☐ Place CNSA signage
 - ☐ Confirm room layout
- ☐ **Check AV readiness**
 - ☐ Test laptops
 - ☐ Test microphones
 - ☐ Confirm projector output

Face-to-Face Events Checklist



- ☐ Check internet connection
- ☐ Confirm slides display correctly
- ☐ **Liaise with speakers and sponsors**
 - ☐ Have contact numbers accessible
- ☐ **Manage sign-in**
 - ☐ Provide name badges
 - ☐ Place evaluation QR codes on tables
 - ☐ Photograph completed sign-in sheet
 - ☐ Send to 0439 464 250 or admin@cnsa.org.au
- ☐ **Take event photos**
 - ☐ Send to 0439 464 250 or admin@cnsa.org.au