

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

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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

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- 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

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- 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**
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