



How to run a successful event- a quick reference guide.

How to run a successful event

This is a quick reference designed to guide you through the steps to holding an event within a City of Port Phillip Community Facility.

Set the Date/s

- Give yourself enough time to plan your event.
- Be aware of school and public holidays.
- Check the availability with key participants – special guests, presenters, caterers, entertainers etc.

Establish Your Budget

Critical expenses you may need to include in your budget include:

- Venue cost; which could encompass the hall hire, insurance, security bond, security staff. Please be aware of any associated costs such as cancellation which will be described in the terms and conditions or Cancellation Policy.
- Catering and entertainment costs.
- Equipment needing to be hired, additional furniture and or technology requirements.
- Decorations; which can be DIY or hired professionals.
- Travel, parking and transportation.
- Marketing and promotional materials and channels for your event.
- Presenters and interpreters (if required).
- Miscellaneous costs, even the best-planned event will have some additional costs that will need to be accounted for in your budget.

Book Your Venue

Things to consider when picking a venue for your event:

- Accessibility; does the venue have accessible entrances, elevator and toilets
- Size; the type of event and number of guests will affect the size and type of the facility. Create a floor plan to make sure all of your needs can be accommodated.
- Public transport and parking; does it suit your participant needs?
- IT & AV equipment; if your event needs computers, speakers and microphones, wi-fi, etc. make sure it's provided or hire the equipment.
- Wi-Fi; does your event require Wi-Fi and if so is it does the venue provide public access to Wi-Fi?

Organise Your Team

Delegate roles to team members or friends. This will allow you to co-ordinate the event on the day.

What to bring

Bring all items you may need on the day of your event, this may include:

Rubbish bags	White board markers and pens
Napkins	Butchers papers, writing paper
Cleaning sprays and cloths	Audio equipment (if not supplied)
Dustpan and broom	Visual equipment (if not supplied)
Dishwashing detergent and tea towels	Laptop, cables and USB memory sticks
Crockery and cutlery	Microphone / speakers (if not supplied)
Ice and eskies	First Aid kit
Water glasses and jugs	Catering including tea, coffee and milk
Decorations	

The City of Port Phillip is committed to our environment, please consider using sustainably sourced multi-use items for your event.

Event planning checklist

Use this checklist to ensure you have thought about all the key areas relating to your event.

Have you:

- a. Produced a written event plan.
- b. Finalised the event budget.
- c. Booked a venue.

- d. Read Terms and Conditions of Hire.
- e. Read Induction Pack.
- f. Promoted the event.
- g. Invited guests.
- h. Selected and booked your caterer, speaker, entertainer.
- i. Organised audio visual, lighting and staging.
- j. Hired/organised event staff, security, cleaner.
- k. Ordered event signage and decorations.
- l. Reviewed event success.

Contact

Community Facilities Team

E: comfacil@portphillip.vic.gov.au