



Event checklist

A checklist for event organisers, with some of the main things you need to make sure are covered. Hope you find it helpful.

Venue

- Is the venue/date confirmed with the owners (ie written confirmation)?
- What is the maximum capacity of the room/space?
- Do they have enough chairs?
- Have you agreed what time the film will start/doors open?

Film licence

- Have you identified the distributor for the film, so you know where to get the license? Often someone in the festival takes responsibility for doing all the licenses but you should make sure your film is on their list.
- Have you obtained a copy of the film on DVD/Bluray? Again, if this is being done by one person in the festival make sure your film is on their list.

Projection

- Does the venue have its own projector, screen and PA?
- If not, do you know what equipment you need? Do you know who will be doing the projecting on the night? How is the gear getting to your venue?

Event license

- Are the premises licensed to show films?
- If not, have you got a Temporary Event Notice form the council (involves filling in a simple form)?

Funding

- What are the costs of staging the event?
- Have you told the treasurer/coordinator and had confirmation that the money is available?

Stewards/volunteers

- Do you need stewards/volunteers on the day (only needed for larger/outdoor events)?

Marketing

- Have you double checked your event is listed correctly on the website?