



## Topcliffe & Asenby Village Hall - Event Organisation Checklist

<b>Name of Event:</b>		
<b>Nature of Event:</b>		
<b>Date of Event:</b>		
<b>Timings:</b>	<b>Start</b>	<b>Finish</b>
<b>Organiser(s):</b>		
<b>Helpers:</b>		
- <b>Door:</b>		
- <b>Main Hall:</b>		
- <b>Kitchen:</b>		
- <b>Bar:</b>		
- <b>Admin/Ticket Sales:</b>		
- <b>Publicity:</b>		
<b>Approval by Committee/Chair</b>	<b>Date:</b>	
<b>Confirmed with Bookings Secretary:</b>	<b>By:</b>	<b>Date:</b>
<b>Numbers anticipated:</b>		
<b>Planning meetings:</b>	1)	
	2)	
<b>Hall requirements:</b>		
- <b>Table &amp; chairs layout</b>		
- <b>Projector/Screen</b>		
- <b>Microphones</b>		
- <b>Sound system</b>		
- <b>Decoration</b>		
<b>Materials required to support event:</b>		
<b>Performers specific requirements:</b>		
<b>Internal Catering: kitchen requirements:</b>		
<b>External caterers:</b>		

Alcohol requirements:	Bring your own		By donation	
	By sales		Licence arranged	
Ticket design & production:				
Ticket sellers:				
Ticket price:	Adults: £		Concessions: £	
Publicity	Facebook (Emily Collard)		Villages email circulation (Doug Allan)	
	Tattler/D&S (Vicki Moores)		Press Release	
	Poster		Leaflet	
Contract with performer(s):				
Date contract signed/agreed				

**EVENT BUDGETING**

<b>EXPENDITURE</b>			<b>TOTAL</b>
Hall Hire			
Catering			
Licencing			
Decoration			
Support Materials			
Prizes/Presentations			
Publicity			
Other			
<b>TOTAL</b>			
<b>INCOME</b>			
Ticket sales			
Food sales			
Alcohol sales			
Raffle			
Tombola			
Donations			
Other			
<b>TOTAL</b>			
<b>PROFIT/LOSS</b>			