

# Topcliffe & Asenby Village Hall



Reg Charity No. 1003803

## Document 5: Event organisation Checklist

<b>Booking confirmed by Hallmaster system</b>	<b>Date:</b>	
<b>Cost of booking:</b>	£	
<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>		
- MC		
- Door		
- Main Hall:		
- Kitchen:		
- Bar:		
- Admin/Ticket Sales:		
- Raffle/Tombola		
- Publicity:		
<b>Numbers anticipated:</b>		
<b>Planning meetings:</b>	1)	
	2)	
<b>Hall requirements:</b>		
- Table & chairs layout		
- Projector/Screen		
- Microphone		
- Sound system		
- Decoration		
<b>Materials required to support event:</b>		
<b>Performers specific requirements:</b>		

<b>Internal Catering: kitchen requirements:</b>			
<b>External caterers:</b>			
<b>Alcohol requirements:</b>	<b>Bring your own</b>		<b>By donation</b>
	<b>By sales</b>		<b>TEN Licence arranged</b>
	<b>Arrange glass hire</b>		<b>Contact Brewery/Wine Merchant</b>
<b>Ticket design &amp; production:</b>			
<b>Ticket sellers:</b>			
<b>Ticket price:</b>	<b>Adults: £</b>	<b>Concessions: £</b>	
<b>Publicity</b>	<b>Village Hall Facebook (Emily Collard)</b>		<b>Sunday Email &amp; The Tattler (Doug Allan)</b>
	<b>Top Residents Facebook (Anne-Marie Mulley)</b>		<b>Asenby Residents Facebook</b>
	<b>Leaflets</b>		<b>Press Release</b>
	<b>Posters</b>		
<b>Contract with performer(s):</b>			
<b>Date contract signed/agreed</b>			
<b>Raffle/Tombola – collection of donated prizes</b>			
<b>Arrange to tidy and clear hall after event</b>			

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<b>EVENT BUDGETING</b>			
<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>			