



Topcliffe & Asenby Village Hall - Event Organisation Checklist		
Name of Event:		
Nature of Event:		
Date of Event:		
Timings:	Start	Finish
Organiser(s):		
Helpers:		
- MC		
- Door		
- Main Hall:		
- Kitchen:		
- Bar:		
- Admin/Ticket Sales:		
- Raffle/Tombola		
- Publicity:		
Approval by Committee/Chairperson	Date:	
Confirmed with Bookings Secretary:	By:	Date:
Numbers anticipated:		
Planning meetings:	1)	
	2)	
Hall requirements:		
- Table & chairs layout		
- Projector/Screen		
- Microphone		
- Sound system		
- Decoration		
Materials required to support event:		
Performers specific requirements:		

Internal Catering: kitchen requirements:			
External caterers:			
Alcohol requirements:	Bring your own		By donation
	By sales		TEN Licence arranged
	Arrange glass hire		Contact Brewery/Wine Merchant
Ticket design & production:			
Ticket sellers:			
Ticket price:	Adults: £	Concessions: £	
Publicity	Facebook (Emily Collard)		Villages email circulation (Doug Allan)
	D&S (Vicki Moores)		Press Release
	The Tattler Alexandra Ventress		
	Poster		Leaflet
Contract with performer(s):			
Date contract signed/agreed			
Raffle/Tombola – collection of donated prizes			
Arrange to tidy and clear hall after event			



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