

<p>INVITATIONS</p>	<p>Prepare invitations</p> <p>Send out</p> <p>Receive RSVPs</p> <p>Make sure you include date, time and contact details.</p> <p>Make sure you have the names, dates, titles and addresses correct.</p> <p>Prepare a list and send out the invitations at least four weeks prior to the event.</p> <p>The people accepting the RSVPs should refer to the original list of those invited and keep a record of those attending (i.e. Bill Smith and partner Sue Smith). Any special noting should also be included on this list (i.e. parking for VIPs and people with disabilities).</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>EQUIPMENT</p>	<p>Does any equipment need to be arranged?</p> <p>BBQ</p> <p>Chairs for guests</p> <p>Chairs for officiates (is a seating plan required?)</p> <p>Dais (including red carpet if necessary)</p> <p>Lectern</p> <p>PA system</p> <p>Multi-media projectors and screens</p> <p>Videos</p> <p>Digital camera</p>	<input type="checkbox"/>
<p>CATERING</p>	<p>Confirm numbers</p> <p>Prepare shopping list</p> <p>Do items require refrigeration/freezing</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>NAMETAGS</p>	<p>If appropriate</p> <p>Name tags allow for easy identification of guests. If preparing name tags, make sure the name is written or typed large enough to be easily read and spelt correctly. In some circumstances, it may be necessary to include the guest's title or company name.</p>	<input type="checkbox"/>
<p>INFORMATION</p>	<p>Is there any background information for attending VIPs?</p> <p>Make sure you have an information sheet outlining the purpose of your event and some general background information which can be used as a reference sheet for any VIPs and for promotional use. Information provided must include correct names, spelling, pronunciation and the reason for the event, award, certificate or whatever the case may be.</p>	<input type="checkbox"/>
<p>PHOTOS</p>	<p>Is someone responsible for taking photos?</p> <p>If photos are going to be submitted for media coverage then a signed Photo Release Form may be necessary.</p>	<input type="checkbox"/>
<p>MEDIA</p>	<p>Community Newspaper</p> <p>NHW State Office</p> <p>NHW Newsletter</p> <p>NHW Australasia Magazine</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>