

Checklist Barge Event

Preoperational tasks

#	Task	Responsible	Date for internal submission/ check	Finalised	Date for external submission	Finalised	Comments
1	Decision on target group			<input type="checkbox"/>		<input type="checkbox"/>	
2	Decision on kind of barge cruise (long distance, day tour)			<input type="checkbox"/>		<input type="checkbox"/>	
3	Budget and cost planning			<input type="checkbox"/>		<input type="checkbox"/>	
4	Which services can be offered by the barge company? Which have to be ordered/tendered in addition?						
5	Check the room quality of the barge/boat						
5 a	<i>Is there enough daylight or too much daylight?</i>						
5 b	<i>Is there enough space for all participants you have invited?</i>						
5 c	<i>Is there enough furniture on the boat?</i>						
5 d	<i>Are there (enough) sanitary facilities?</i>						

Checklist Barge Event

6	Agreements between event organisers			<input type="checkbox"/>		<input type="checkbox"/>	
7	Setting the date and venue			<input type="checkbox"/>		<input type="checkbox"/>	
8	Sharing responsibilities (define and fix)			<input type="checkbox"/>		<input type="checkbox"/>	
9	Safe-the-date notification to target group			<input type="checkbox"/>		<input type="checkbox"/>	

Accommodation, catering and contracts

#	Task	Responsible	Date for internal submission/ check	Finalised	Date for external submission	Finalised	Comments
10	In case of long distance barge cruise						
10a	<i>Applying for hotel contingent</i>			<input type="checkbox"/>		<input type="checkbox"/>	
11b	<u>Hotel</u> <i>Contract Hotel ...</i> <i>Contract Hotel ...</i> <i>Contract Hotel ...</i>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
12	Appoint/contract a company for needed conference technique						
13	Appoint/contract a Catering Company Company:			<input type="checkbox"/>		<input type="checkbox"/>	
14	Appoint/contract with moderator						
15	Appoint/contract with photographer						
16	Event insurance			<input type="checkbox"/>		<input type="checkbox"/>	

Checklist Barge Event

Event management and documentation linked to the event

#	Task	Responsible	Date for internal submission/ check	Finalised	Date for external submission	Finalised	Comments
17	Plan the agenda			<input type="checkbox"/>		<input type="checkbox"/>	
17	Fix speaker(s)			<input type="checkbox"/>		<input type="checkbox"/>	
18	Preparation of mailing list (1x guest, 1x press/media)			<input type="checkbox"/>		<input type="checkbox"/>	
19	Preparation of mailing list (1x speaker)			<input type="checkbox"/>		<input type="checkbox"/>	
20	Preparation of flyer in co- operation with all organisers to inform about event			<input type="checkbox"/>		<input type="checkbox"/>	
21	Postage of invitation (and flyer)			<input type="checkbox"/>		<input type="checkbox"/>	
22	Attachment: Confirmation of registration			<input type="checkbox"/>		<input type="checkbox"/>	
23	Attachment: Hotel reservation			<input type="checkbox"/>		<input type="checkbox"/>	
24	Attachment: Practicalities (Venue, location plan, directions..)			<input type="checkbox"/>		<input type="checkbox"/>	

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Other to do's

#	Task	Responsible	Date for internal submission/ check	Finalised	Date for external submission	Finalised	Comments
Conference Folder							
25	<p>Conference folder/pack should contain a min.:</p> <ul style="list-style-type: none"> - Agenda - List of participants - Presentations (optional) <p>Optional USB-stick with all ppt presentations etc.</p>			<input type="checkbox"/>		<input type="checkbox"/>	
Name Badges							
26	Name badges - participants			<input type="checkbox"/>		<input type="checkbox"/>	
27	Name badges - speaker			<input type="checkbox"/>		<input type="checkbox"/>	
Other							
28	Check the possibility to display information material about EMMA			<input type="checkbox"/>		<input type="checkbox"/>	
29	Check the possibility to display other material like magazines, journals etc.			<input type="checkbox"/>		<input type="checkbox"/>	

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Press relation

#	Task	Responsible	Date for internal submission/ check	Finalised	Date for external submission	Finalised	Comments
30	Agree on joint statements, press release etc.			<input type="checkbox"/>		<input type="checkbox"/>	
31	Inform speakers			<input type="checkbox"/>		<input type="checkbox"/>	
32	Formulate text modules for the press			<input type="checkbox"/>		<input type="checkbox"/>	
33	Proof reading of press material			<input type="checkbox"/>		<input type="checkbox"/>	
34	Agreements with journals			<input type="checkbox"/>		<input type="checkbox"/>	
35	Agreements with involved media representatives (if applicable)			<input type="checkbox"/>		<input type="checkbox"/>	
36	Agreements with local, regional media representatives			<input type="checkbox"/>		<input type="checkbox"/>	
37	Compile a mailing list "press & media"			<input type="checkbox"/>		<input type="checkbox"/>	
38	Press release for the event			<input type="checkbox"/>		<input type="checkbox"/>	

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Post processing

#	Task	Responsible	Date for internal submission/ check	Finalised	Date for external submission	Finalised	Comments
39	Assign invoices to respective accounts			<input type="checkbox"/>		<input type="checkbox"/>	
40	Payment of invoices			<input type="checkbox"/>		<input type="checkbox"/>	
41	Cost transfer and invoicing (in case of cost sharing agreements)			<input type="checkbox"/>		<input type="checkbox"/>	
42	Controlling, check actual cost plan vs. planned cost plan			<input type="checkbox"/>		<input type="checkbox"/>	
43	Upload of documentation (e.g. ppt presentations) to homepage			<input type="checkbox"/>		<input type="checkbox"/>	
44	Thank you note to speaker(s), moderator(s), etc.			<input type="checkbox"/>		<input type="checkbox"/>	