

Checklist for event organisers

BEFORE THE EVENT

- Choose a main event coordinator and divide tasks (e.g. who does fundraising, who informs participants, who organises material and food etc.)
- Search for a nice and affordable accommodation
- Think about a catchy name for your event, create and publish the event on the EGEA website
- Elaborate a preliminary programme and publish it on the event page
- Make a financial plan (budget), try to lower the participants fee by doing some fundraising and publish the fee on the event page
- Open the registration early enough (depending on the size of the event at least 3 months before the event) through the website
- Promote the event in EGEA in a creative way to get many registrations

AFTER THE REGISTRATION PERIOD

- Publish the participant and waiting list on the website
- Inform participants about payment details and deadlines
- If needed: help participants to get a visa
- Keep the participants and waiting list updated
- Inform participants about how to get to the place in an affordable way, what to bring (e.g. special clothes, shoes etc.) and share a phone number of the orgateam with them

DURING THE EVENT

- Make sure that everyone arrives
- Provide a place to stay and present the rules of the accommodation and event
- Provide good and enough food, this cheers up every event
- Be clear about the programme but be open to suggestions from the participants
- Have a plan B ready in case something does not work out (e.g. bad weather alternative)
- Stay in a good mood and don't get stressed
- Don't bother the participants with your struggles/problems
- Enjoy your time and the EGEA life

AFTER THE EVENT

- Create a place to collect photos (google drive)
- Make a short announcement in EGEA media about your event (the website/Newsletter/FB/Instagram)
- Contact ActCom and fill out their [form](#) to report your event to the database of events (needed to get points for the Entity Ranking List)
- Evaluate the event among the participants (e.g. through a short questionnaire by google form)
- Evaluate the event among the organisers and within your entity