

NMO Event Checklist

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Title of event:

Date:

Venue:

Budget:

Type of event:

workshop or exhibition stand or seminar

Organising committee:

IPOPI or IPOPI and hosting NMO or hosting NMO

Venue type:

meeting room / exhibition stand / exhibition hall

Seating number:

<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Quantity</i>	<i>Cost</i>	<i>Responsibility</i>	<i>Comment</i>
Room						
Exhibition stand						
Exhibition hall						
Equipment						
lectern						
main table						
tables						
chairs						
screen						
data projector						
extension cord						
adaptor plug						
laptop						
microphone						
speakers						
sound unit						
flipchart						
markers						
pens						
table cloths						
water						
glasses						
peppermints						

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Item	Yes	No	Quantity	Cost	Responsibility	Comment
flowers						
Refreshment break						
tea						
coffee						
milk						
sugar						
juice						
biscuits						
Meal						
meal vouchers						
Administration						
invitations delegates						
invitations speakers						
replies delegates						
replies speakers						
speakers presentations						
speakers CV's						
folders						
agenda						
programme						
minutes						
reports						
pens						
gifts						
duty roster						
attendance sheet						
e-mail follow-up sheet						
parking vouchers						
claim sheet						

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<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Quantity</i>	<i>Cost</i>	<i>Responsibility</i>	<i>Comment</i>
business cards						
Display						
banners						
flyers						
booklets						
posters						
Blu tack						
drawing pins						
display board						
backing cloth/paper						
scissors						