

## **SAMPLE 1**

### **Initial planning** for the event:

- confirm the building/room location,
- confirm availability of critical internal attendees,
- confirm availability of food services (*if required*),
- confirm operations services (*if required*),
- confirm audio-visual services (*if required*), and
- any other requirement to ensure an appropriate level of quality for the event;

**Prepare a Guest List** for approval by the Office of the Mayor (*include past-Council members where required*)

Arrange for printed **invitations** or letter of invitation, at least 2 weeks lead time, which should include:

- Who (is hosting event, *i.e. Mayor and Council*)
- What (is the event or purpose),
- When (is the event, *i.e. date and time*),
- Where (is the event, *i.e. building, room, special directions for parking, etc.*),
- RSVP information and deadline date;

### **Program of events**, *if required*, including:

- speakers (if Mayor or designate is to speak, the coordinator of the event is to prepare draft speaking notes and submit to the Communications Division three days prior to the event),
- introductions,
- stage/head table seating,
- liaison with external speakers, planners, others,
- appropriate thank yous for speakers, planners, others,
- presentation of plaques/gifts, etc.; and
- any other information not included above;

**Food services** details, and in conjunction with RSVP information, including such factors as:

- type of food to be served (*i.e. meal, coffee, muffins, bar service*),

- manner of service (i.e. display or served by waiters/waitresses),
- number of guests,
- budget for services,
- quality level of service (i.e. disposables or glassware and linens, table-top arrangements, etc.), and

**Operations** details, including but not limited to:

- special seating or table setup (i.e. podium setup, extra seating, etc.),
- security arrangements,
- lighting,
- access issues,
- reception/registration tables,
- display of any City collateral materials,
- coat check area, etc.; and
- audio visual requirements (*i.e. projector, screen, microphone, podium, sound checks, equipment checks, etc.*);
- media coverage and/or photographer