

IMechE Gloucester Area Approximate Event Timeline

Time Days Before	Action	Responsibility
-7	Pay Expenses	Treasurer
-1	Submit Expenses	Organiser
0	Hold Event	Organiser
1.5 (hrs)	Print-out attendance sheet	Peter
3 to 7	If EDF Contact security to provide advance notice of event	Peter or John
3 to 7	If EDF Organise refreshments	Peter
3 to 7	If EDF organise IT	Organiser/Peter
7	Confirm with speaker	Organiser
7	Issue cannon e-mail	Chair/Sec
30	Issue cannon e-mail	Chair/Sec
30	Confirm budget and speaker expenses	Organiser
30	If EDF Confirm IT requirements for event Including PAT or other arrangement for power, Confirm type of display connection HDMI and SVGA are available.	Speaker / Organiser / Peter or John
30	For other event venues also confirm IT requirements	Speaker / Organiser / Venue
0-55	Respond to queries and cancel bookings add manual bookings as required	Organiser / Peter
55	Add event to near-you	Peter
60	Prepare Poster and talk info to add to near-you	Organiser
90	Book Room/venue	Organiser
90	Book speaker	Organiser
120	Identify potential event at committee meeting & agree budget	All Committee Members
270	If joint with another institutions	Identify potential event at committee meeting