



# Planning a women's network event: checklist

## Book speaker(s) and identify venue

- Identify topic and potential speakers
- Discuss/agree with Working Group who to invite as the speaker
- Develop a brief to discuss with the speaker
- Formally invite the speaker to speak at the event and discuss availability
- Check venue availability dates and confirm the event won't conflict with other key calendar dates or events at your agency
- Confirm date and time with speaker and email the event brief.
- Confirm speaker's presentation requirements (microphone, projector, computer, white board, accessibility assistance, etc.)
- Request speaker bio and promotion photograph
- Confirm if photography or video is acceptable for the speaker

## Make venue arrangements

### Venue

- Book an appropriate meeting room with relevant equipment (A/V, whiteboard, etc.); include 15 minutes before and after for set up and pack down
- Send invite to Working Group members to assist with the event
- Email support services for your venue to advise of room layout requirements
- Email agency or building reception to inform that external people will be attending and where (if applicable)
- Submit your event details on the GWN event submission form ([gwn.govt.nz/learning-events/submit-event](http://gwn.govt.nz/learning-events/submit-event)). Be sure to list well in advance of the event date.



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## Catering

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- If budget is available for catering (e.g. tea, coffee, biscuits), raise purchase order and place order.
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## Promotion *(start at least 3 weeks in advance)*

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### Background info

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- Speaker's name and any applicable titles (Dame, ONZM, Prof, Dr, etc.)
  - Confirmed venue
  - Date and time
  - Speaker bio and photograph
  - Relevant websites for GWN's event listing, GWN's website, women's network, partners or sponsors
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### Promotion materials

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- Make flyers or posters where appropriate
  - Share information/materials with Working Group to share and distribute
  - Request the event be featured in the GWN Events newsletter and/or on the GWN LinkedIn page; confirm that event details on the GWN event webpage are correct
  - If appropriate, request use of GWN pull-up banner to display at the event venue on the day. For Auckland: contact [agwn@gwn.govt.nz](mailto:agwn@gwn.govt.nz); for Wellington contact [enquiries@gwn.govt.nz](mailto:enquiries@gwn.govt.nz).
  - If appropriate, share the event details and booking listing on your agency's intranet with suitable information and messaging, or contact the agency/department's Communications team.
  - If the speaker is another CE or very senior manager or official, consider if your agency's CE office or other management team member should be informed as a courtesy.
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## Event prep

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### 2-3 weeks before the event

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- Prepare an introduction for the speaker or arrange for someone else to do it
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- Confirm the you have enough support from Working Group members to help with set up and pack down
  - Nominate someone to write an event summary and take good photos of the event
  - Arrange a thank you gift, if appropriate
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### On the day

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- Set up the room
  - Review health and safety venue requirements
  - Arrange to meet the speaker in reception in advance of the event; advise them about audience size and type, power, A/V operations, any special requirements, toilets, fire exits, etc.
  - Have drinking water and glass available for speaker
  - Familiarise attendees with health and safety requirements of the venue
  - Introduce speaker/faciliate questions/provide summary at event end and thank speaker
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### Post-event

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- Share post-event summary and photos with GWN, the women's network, and agency intranet if appropriate
  - Send thank you note/email to speakers
  - Send post-event survey to attendees and note responses for future events
  - Report back on the event to Working Group
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### Key contacts

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