# Freshers’ Events: Checklist for organisers

## 1. Event registration
- Make a note of key dates
- Check the Freshers’ Events guidelines to ensure your event can be registered
- New organisers: read the ‘How to organise a Freshers’ Event’ web page
- Make use of the resources for organisers
- Choose a suitable date and venue
- Ensure the event is accessible
- Decide how to fund the event
- Decide how attendees should book
- Register your event by one of the deadlines

## 2. Event preparation
- Read the guidance on attendee data
- Promote the event
- Manage bookings
- Recruit volunteers to help
- Arrange refreshments
- Work out an event itinerary
- Prepare a short welcome speech
- Source orientation information
- Order branded event supplies (if eligible)
- Prepare name stickers or badges
- Prepare event templates

## 3. At the event
- Prepare the room/area
- Set up a registration table/area
- Welcome and brief volunteers
- Station someone at the door to welcome attendees
- Register attendees using the template event registration form
- Give a welcome speech
- Help attendees to mingle
- Provide orientation information

## 4. After the event
- Submit your attendee data within two weeks of the event (entry to prize draw if submitted within seven days)
- Complete the organiser survey
- Share your event photos
- Thank volunteers
- Keep in touch with attendees and volunteers
- You will be contacted by the end of December with any attendee feedback

Resources for organisers are available at: www.alumni.cam.ac.uk/get-involved/freshers-events.