# Freshers’ Events: Checklist for organisers

## 1. Event registration
- Make a note of key dates
- Read the mandatory guidelines for all organisers
- Read the guidance for new organisers
- Read the tips for a successful event
- Make use of the available resources
- Choose a suitable date and venue
- Ensure the event is accessible
- Decide how attendees should book
- Register your event by the first or final deadline

## 2. Event preparation
- Promote the event
- Manage attendee bookings
- Recruit volunteers
- Arrange refreshments
- Source orientation information
- Prepare name stickers or badges
- Structure the event
- Order branded event supplies, if required
- Prepare a short welcome speech
- Prepare event templates

## 3. At the event
- Set up a registration table
- Prepare the room or area
- Brief volunteers
- Station someone at the door to welcome attendees
- Register attendees, as per the guidelines
- 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

Guidance for organisers is available at: [www.alumni.cam.ac.uk/get-involved/freshers-events](http://www.alumni.cam.ac.uk/get-involved/freshers-events).