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’ webpage
   - Make use of our 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

2. Preparation
   - Read the guidance on attendee data
   - Promote the event
   - Manage bookings
   - Recruit volunteers to help
   - Arrange refreshments
   - Structure the event
   - 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
   - Brief volunteers
   - Station someone at the door to welcome attendees
   - Register attendees and collect their data, as per the instructions
   - 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

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