



Humber Business Week

**EVENT HOLDERS  
CHECKLIST**

# VENUE SELECTION

Whilst this may seem like an obvious consideration, it's important to select a venue that fully suits your event and audience, as a venue can make the difference between a successful event and poor one.

## **When selecting a venue, you may wish to consider the following:**

- The capacity of the venue, and room format options
- Audio Visual requirements – can the venue provide a big screen and speakers etc?
- Location and transport access for delegates – is there sufficient car parking? Is it easy to access via public transport?
- Accessibility – is your venue accessible for those with a disability?
- Catering – does the venue offer suitable catering, or will you have to order this in?
- Cost – are the total costs within your budget?

# CATERING

Again, this may sound like an obvious consideration, but catering can often make the difference between a good event and a great one. Speak to your chosen venue to understand catering options, and don't be afraid to ask whether external catering is possible. A breakfast event might benefit from hot drinks and pastries, whilst a light buffet lunch might suit an event across lunchtime.

Also, as part of your bookings process, don't forget to ask whether delegates have dietary requirements, and make sure to cater for these if they do. This should also be reflected in your event-specific risk assessment, if you have one.

# ACCESSIBILITY & EQUITY, DIVERSITY, INCLUSIVITY AND BELONGING

Biz Week events are open to the public, and therefore attract delegates from all backgrounds; so it's important to consider whether your event is fully accessible and inclusive for all. For example, is your chosen venue fully accessible for those with a disability, and is a hearing/induction loop available for those that are hard of hearing? Could a designated quiet room be available for neurodiverse individuals to take some time away from a busy crowd of delegates?

Furthermore, try to ensure that your event is inclusive and reflects the diversity of our regional community. For example, does your panel of speakers have appropriate age, gender or ethnic representation? Are you encouraging young people to attend your event, or would you like to attract under-represented groups to your session? These are all aspects worthy of consideration to make your event as attractive to the widest audience possible!

# HEALTH & SAFETY, AND INSURANCE

As event holder, you are responsible for ensuring that your event is held in a safe and secure way.

## **Some important things to check are:**

- Health & Safety – ask the venue for a copy of their risk assessment for external visitors, which should include an assessment of risks, controls and procedures for things like fire safety, first aid, and catering for allergies.
- Risk Assessment – depending on the nature of your event, you may also need to undertake an event-specific risk assessment. This may be a requirement of your organisation's public and employer liability insurance – be sure to check.
- Public and Employer Liability Insurance – if these apply to your event, does your organisation have appropriate levels of cover?

# BOOKINGS MANAGEMENT

Whilst your event will be listed on the Humber Business Week website, as event holder you are responsible for promoting and managing your own bookings. There are a variety of platforms out there, including Eventbrite, Ticket Tailor, and Microsoft Forms amongst others, and it is worth investigating a number of different platforms to find the one that best suits your needs. Don't forget to confirm attendance and schedule an 'event reminder' email for your delegates a couple of days in advance of your event; this will help ensure a good attendance!

# VOLUNTEER SUPPORT

Whatever the format of your event, you may wish to bring in some extra help to ensure it runs smoothly. Over recent years, many business week event holders have utilised volunteers to help run events, and these volunteers can come from groups such as young people, and HEY! Volunteers (formerly known as City of Culture Volunteers).

Local schools, Colleges and Universities are often on the look out for volunteering opportunities for their young people, particularly in regard to work experience. Most local schools, colleges and universities will have a coordination officer who can advise you on an appropriate way to involve young people in the running of your event. Be sure to discuss with them safeguarding implications for young people under the age of 18, or regarding the health and safety considerations (see above).

# VOLUNTEER SUPPORT

HEY! Volunteers was initially formed in 2016 to support Hull's City of Culture Year. The group of 2,500 volunteers has gone from strength to strength in the year since, and are available to assist at local events. HEY! Volunteering is an entirely free service that provides fully trained, vetted and uniformed volunteers for your activity. They take care of all volunteer communications, admin and scheduling of volunteer shifts.

You can contact HEY Volunteering to discuss your requirements for HEY! Volunteers by emailing [hello@heyvolunteering.co.uk](mailto:hello@heyvolunteering.co.uk). The team ask for at least 6 weeks prior notice of an event so that they can support you to recruit the most appropriate volunteers.

# SENDING YOUR EVENT INFO TO THE BIZ WEEK TEAM

Last but not least, don't forget to upload full details of your event to the Humber Business Week website ([humberbusinessweek.co.uk](http://humberbusinessweek.co.uk)) and pay your event holder's fee well in advance of your event. This will ensure your event is listed on the website in good time.



We hope you find this checklist of use.  
If you have any other questions or need  
further advice about your event, please  
contact the Humber Business Week Team at

**[info@humberbusinessweek.co.uk](mailto:info@humberbusinessweek.co.uk)**