**Room Bookings Checklist**

|  |  |  |
| --- | --- | --- |
| **Item** | **Notes** | **Completed** |
| Room Booked | Ensuring appropriate capacity |  |
| Cleaning Booked via Planon | Only necessary if event is not first thing in the morning |  |
| Security Notified | If VIP’s are attending |  |
| Set Up arranged with Porters and booked via Planon | Only necessary if event is booked in a function room |  |
| AV Equipment booked with Media Services | If additional equipment is required. A list of equipment in each room can be viewed on QOL via the Timetabling and Room Booking System |  |
| WIFI Log Ins arranged with IS | Only necessary for external visitors |  |
| Parking Permits Secured for external guests/speakers | Permits can be secured on QOL |  |
| Catering booked via Campus Food and Drink | Can be booked via online catering form |  |
| Signage put up around Campus and Welcome Centre informed |  |  |
| Health and Safety Announcement prepared | Can be obtained via Events office |  |