



Topcliffe & Asenby Village Hall - Event Organisation Checklist		
Booking confirmed by Hallmaster system	Date:	
Cost of booking:	£	
Name of Event:		
Nature of Event:		
Date of Event:		
Timings:	Start:	Finish
Organiser(s):		
Helpers:		
- MC		
- Door		
- Main Hall:		
- Kitchen:		
- Bar:		
- Admin/Ticket Sales:		
- Raffle/Tombola		
- Publicity:		
Numbers anticipated:		
Planning meetings:	1)	
	2)	
Hall requirements:		
- Table & chairs layout		
- Projector/Screen		
- Microphone		
- Sound system		
- Decoration		
Materials required to support event:		
Performers specific requirements:		

Internal Catering: kitchen requirements:				
External caterers:				
Alcohol requirements:	Bring your own		By donation	
	By sales		TEN Licence arranged	
	Arrange glass hire		Contact Brewery/Wine Merchant	
Ticket design & production:				
Ticket sellers:				
Ticket price:	Adults: £		Concessions: £	
Publicity	Village Hall Facebook (Emily Collard)		Sunday Email & The Tattler (Doug Allan)	
	Top Residents Facebook (Anne-Marie Mulley)		Asenby Residents Facebook	
	Leaflets		Press Release	
	Posters			
Contract with performer(s):				
Date contract signed/agreed				
Raffle/Tombola – collection of donated prizes				
Arrange to tidy and clear hall after event				



EVENT BUDGETING			
EXPENDITURE			TOTAL
Hall Hire			
Catering			
Licencing			
Decoration			
Support Materials			
Prizes/Presentations			
Publicity			
Other			
TOTAL			
INCOME			
Ticket sales			
Food sales			
Alcohol sales			
Raffle			
Tombola			
Donations			
Other			
TOTAL			
PROFIT/LOSS			