

## Westmead Education and Conference Centre Event Checklist

This event checklist may assist you in preparation for booking your event at Westmead Education and Conference Centre (WECC).

Before making your booking at the WECC, have you collected and prepared the following information?

- Name of booking
- Date
- Time (start & finish)
- Contact Name, Number, Email
  - Postal address is required for external customers
  - Cost code is required for internal groups
- How many people will be attending?
- Do you require registration tables?
- Do you require display tables?
- Do you require microphones?
  - If yes, what type, hand held microphones or roving microphones. How many?
- Are you organising catering?
  - Is it internal or external catering?
  - How many tables will you need for catering?

**NB: WSLHD and WECC is not responsible for cleaning external catering, this must be organised by the person who is making the WECC booking. An additional cleaning fee may be charged if catering is not cleared after the event.**

- Do you require laptop, projector, audio visual equipment, video conference equipment or any other equipment?
- Will you use your own equipment eg. laptop? **NB: Should be tested prior to event.**
- Is a laser pointer required?

**NB: Use of any equipment will require a Lecture Theatre Attendant to be on duty, including weekend events.**