

## BA5 Host Checklist

Thank you for hosting a Business South BA5. We are looking forward to working with you to host your event.

To ensure the smooth running of your BA5, please work through the following lists to check you are happy you have everything you need to do in place.

### Venue:

- Appropriate venue has been booked/arranged

### Invitations and Marketing:

- Provided Business South a blurb about my business (2 x weeks before the event date)
- Provided Business South with my business's logo
- Sent invitations to my key clients – or sent key contact list (including contact details) to Business South to arrange on my behalf
- Sent Business South the list of staff/guests that will be attending to produce name labels

### Speaker:

- Ensured my presentation is no longer than 15 minutes
- Ensured speakers can be elevated so they can be seen
- Arranged microphones/sound system equipment (and any other applicable audio/visual equipment) to be booked, set-up and checked prior to the start of the event (please note Business South can provide audio/visual equipment on request)

### Hospitality and Catering:

- Appropriate signage has been arranged to ensure attendees can locate the venue
- Confirmed numbers with the caterer (Tip: RSVP numbers x 70% rule of thumb, easy finger food such as club sandwiches, fish bites, samosa, spring rolls etc. are recommended)
- Ensure there will be ample glasses, plates and cutlery (if applicable) and serviettes
- Drinks (both alcoholic and non-alcoholic) are ordered (Tip: More people drink white than red wine, and we recommend including a light/low alcohol variety of beer)
- Staff have been arranged to help circulate among guests with hospitality
- Organised registration table(s) for Business South staff at main entrance to the venue
- Ensured a secure coat check and bag drop-off is available for guests
- All dietary requirement food is separated and clearly labelled

### Business Card Draw:

- Container organised to collect business cards
- Arranged prize/s for draw

**Administration:**

- Send signed confirmation to Business South (see BA5 Host Agreement form)
- Send information to Business South for marketing – including speakers' names, messages to convey to members and logo (JPG format)
- Pay administration fee on invoice (if applicable)

If you have any questions about hosting your BA5, please don't hesitate to contact our team:

**Dunedin:** Lloyd Maole - Business Navigator

Phone: 021 499 719

Email: [lloyd@wfcd.co.nz](mailto:lloyd@wfcd.co.nz)

**Central Otago:** Emily Miazga

Phone: 021 522 361

Email: [emily.miazga@business-south.org.nz](mailto:emily.miazga@business-south.org.nz)

**Waitaki:** Rebecca Finlay - Business Navigator

Phone: 021 678 934

Email: [rebecca.finlay@business-south.org.nz](mailto:rebecca.finlay@business-south.org.nz)

**General Enquiries:** Kate Cooper - Director, Business Experience & Engagement

Phone: 03 479 0181

Email: [events@business-south.org.nz](mailto:events@business-south.org.nz)