Networking
CHECKLISTS

Target Audience

Target networks

- ☐ Region
- ☐ Society
- ☐ Young Engineers Network
- ☐ Fellows Network

Age range

- ☐ Children (under 18)
- ☐ Young Engineers (18 – 35)
- ☐ Experienced Engineers (35 - 65)
- ☐ Retired Engineers (65+)

CIBSE member grades

- ☐ Student
- ☐ Graduate
- ☐ Affiliate
- ☐ Licentiate
- ☐ Associate
- ☐ Member
- ☐ Fellows
- ☐ Non-members

Timings

- ☐ Morning
- ☐ Lunchtime
- ☐ Afternoon
- ☐ Evening

Budgeting and Cash Flow Management

Income

- ☐ Ticket fees
- ☐ Sponsorship

Expenses

- ☐ Venue hire
- ☐ Catering costs
- ☐ Audio-Visual Equipment
- ☐ Security
- ☐ Printing and Materials
- ☐ Transportation

Type of event

Will this be ...

- ☐ standing-room only
- ☐ sit-down dinner
- ☐ speed networking
- ☐ social mixers

Considerations

	Yes	No
Are attendees expected to be a member of the network?	☐	☐
Can members bring guests?	☐	☐
Will furniture be required?	☐	☐
Will attendees expect entertainment, such as music or comedy?	☐	☐

Promotion

Eventbrite

- ☐ Eventbrite set up
- ☐ Tickets
- ☐ Eventbrite has all the details

Enterainment

- ☐ Speaker confirmed
- ☐ Name & Bio added to Eventbrite
- ☐ Photograph added

Additional

- ☐ Network's LinkedIn pages
- ☐ CIBSE Journal requested
- ☐ External promotion (sponsor/ collaborator's channels)

Potential Collaboration

Would this event be of interest to other CIBSE networks?

- ☐ Yes
- ☐ No

Would this event be of interest to other institutions?

- ☐ Yes
- ☐ No

Would this event be of interest to other industries?

- ☐ Yes
- ☐ No