**NZIF Local Section Event Checklist**

1. Section Event is identified:
2. Section member(s) to plan and lead the event.
3. The Section member designated to plan and lead the event wiLl plan, book, and confirm not less than 1 month prior to the event when practical:
4. Date and Time.
5. Speaker(s).
6. Location(s).
7. Travel arrangements (if applicable).
8. For field trips, confirm the health and safety plan with the host.
9. Beverages and Food (may need some coordination if provided for a field trip, consider host’s health and safety plan (e.g. dry sites).
10. Email the current NZIF Local Section Councillor for preapproval if costs expected to exceed $20/member, or travel and accommodation for speaker is required.
11. The Section member designated to plan and lead the event, or the Section chair will produce a local event summary information for circulation to Local Members and Council (for their information) to NZIF Administrator (nzifoffice@nzif.org.nz) (see page 2).
12. Meeting Theme
13. Speaker (Name, Role, Employer) and their topic
14. Date
15. Time
16. Venue (including whether a zoom option is available
17. Health and Safety Plan (when required: mandatory for all field trips)
18. Logistics (e.g. travel to forests)
19. Confirm members must apply for a ticket so there is a head count, and meeting-specific information can be circulated prior to the meeting.
20. During the event, the Section member designated to plan and lead the event will make notes around the content and running of the event.
21. An After-Action Review of the event will be undertaken, and a brief report made to the Local Section Councillor. Questions asked are:
22. What did we expect to happen?
23. What happened (event summary)?
24. Was there a difference, and if so, why?
25. What can we change next time?

**NZIF Local Section Event Checklist and Report for Local Section Councillor:**

**Local Section Name:** Click or tap here to enter text.

**Section Event Theme:** Click or tap here to enter text.

**Section Event Leader:** Click or tap here to enter text.

**Speaker** (Name, Role, Employer) and their topic: Click or tap here to enter text.

**Speaker** (Name, Role, Employer) and their topic: Click or tap here to enter text.

**Speaker** (Name, Role, Employer) and their topic: Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Start Time**: Click or tap here to enter text.

**Finish** **Time**: Click or tap here to enter text.

**Venue** **location**: Click or tap here to enter text.

**Other Requirements:** Click or tap here to enter text.

**Logistics:**

* Estimated number of attendees: Click or tap here to enter text.
* Location/Travel/room hire: Click or tap here to enter text.
* Food/Beverage: Click or tap here to enter text.
* Other: Click or tap here to enter text.

**Local event advertising:** Advise above details to nzifoffice@nzif.org.nz for advertising.

* **State the date you would like Registrations Numbers from NZIF Office:**

**(**for allows time for arrangements if travel, catering, room hire required).

**Additional Information: Field Trips Only**

**Location Start place:** Click or tap here to enter text. **Finish Location:** Click or tap here to enter text.

**Health and Safety Plan** (mandatory for all field trips): Yes Not applicable
*Recommend using host Health and Safety Plan where possible.*

**After-Action Review**

a. What did we expect to happen? *Went according to plan/Deviated from plan* (delete one)
Click or tap here to enter text.

b. What happened (event summary)?
Click or tap here to enter text.

**Number of people who attended the event**: members? Click or tap here to enter text.
Other persons? Click or tap here to enter text.

c. Was there a difference, and if so, why? (delete one of the lines below)

* *Went according to plan*
* *Varied from plan…*

Click or tap here to enter text.

d. What can we change next time? *No change/List changes below* (delete one)

 Click or tap here to enter text.