

Event Management with Autumn Live



Developed by Autumn Live Ltd 2024



Why?

What is the strategic purpose of your event?
What are the key specific outcomes you want to achieve with it?

How?

What experiences do the people at the event need to have in order to achieve the key, specific outcomes you want?

What?

What format and activities will enable these experiences to occur? Identify KPIs

Programme

Development of programme, securing relevant suppliers, venue, tech platform, speakers, catering etc. Build in KPI measures

Prepare

Creative, event branding, registration, marketing, pre-event speaker management, feedback survey development, site plans, risk assessments insurance, method statements etc. Rehearsals, tech checks, virtual venue build etc.

Deliver

Physical set-up, speaker, supplier, venue, delegate and catering management, H&S checks, send out feedback surveys etc.

Review

Review key performance indicator data and attendee feedback - document key learnings and factors to build into future events for improvements

Foundation

Planning

Execution

Refine

www.autumnlive.co.uk