

Event Planning Checklist

	<u>Details of Event</u>			
	Event name: Location: Date: Time: Number of attendees: Event organiser contact details: Total cost: Expected outcome and return on investments	nent:		
	Do I need Owl Sign off for my event? If Yes: 1. Full details of information required when sending prize draw requests are on the Owl Portal under 'Everyday Business' and 'Events Support'. 2. Email enquiries@owlfinancial.co.uk If No:			
	 If you are attending an event, using approved material and there is no prize draw, it is fine to proceed. If media/journalists will be present, email with details of the event to Owl. 			
	On the day			
	Table Tablecloth Decorations (balloons etc.) Banners Clothing (t-shirt, name badge etc.) Literature & leaflets (client specific from base)	Cube of	Contact sheet for recording customer details Giveaways (Iollies, pens, colouring sheets etc.) Raffle details and prizes if applicable Elevator pitch ready to go! Business cards r www.metlife.co.uk/owl)	
	After the event			
	Call new contacts (48 hour rule) Send follow up emails (attach relevant documents) Evaluate what went well & what didn't Thank the event organiser			
	0800 917 0100		metlife.co.u	k

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