



Live Literature Event Planning Checklist

Want to run a live author or illustrator event for your community but not sure where to start? Follow these simple steps.

- Define what kind of event you want to run (e.g. an interview, book club, workshop)
- Set deadlines and assign responsibilities
- Determine your event budget
- Confirm your venue and capacity
- Approach and confirm authors/illustrators plus emcees or moderators
- Lock in the event time and date
- Organise ticketing, booking, or RSVP details
- Confirm tech and venue set-up requirements (e.g. microphone, projector, seating)
- Acquire any special permits, licenses, insurance, and/or security
- Confirm event safety and accessibility requirements
- Promote your event and open ticket bookings (5-6 weeks before event)
- Create a 'run sheet' and circulate with speakers and staff
- Send reminder to guests before event
- Run your event!
- Send thank yous and collect feedback

Want more information and support for running your event? Explore these steps in more detail in our comprehensive **Event Planning Guide**.





Sample Run Sheet

Time	Duration	Detail	Who?
5.00pm		Venue set up including tech, seating, book sales/signing table etc	
5.30pm		Speakers arrive at the venue and are met by event staff – sign books if required	
5.45pm	15mins	Sound check with speakers and moderators	
6.00pm		Doors open for guests – food/drink served if provided	
6.30pm	5mins	Event starts – staff member introduces event and gives Acknowledgement of Country and housekeeping	
	40mins	Author/illustrator presentation begins	
7.15pm	15mins	Audience Q&A	
7.30pm		Host concludes event and directs guests to book sales and signing	
8.00pm		Audience clear from venue and event close	