**PRE-EVENT CHECKLIST**

- Send an event reminder to all team members, volunteers, etc. Remind them to wear appropriate clothing.
- Follow up with any media partners who may be attending to confirm
- Do a final walkthrough of the space where your event will take place
- Check the weather. Are there any adjustments or announcements you need to make? Be sure to share!
- Create an "Event Box" with essentials like chargers, extension cords, tape, scissors, first-aid kits, trash bags, etc.
- Review logistics like signage, security, parking
- Check with vendors or speakers who may be attending and make sure they have everything they need
- Make sure someone will be taking photographs and is aware of the types of moments to capture
- Have your event details updated on your website and social media channels along with a day of contact person
- Get a good night sleep and relax!