



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!
