Checklist Event

Quick Reference Guide for Events /meetings

Checklist event planning of before during and after

#	ITEM	COMPLETED Tick ✓ or X	COMMENTS
	Event Name :_____	**Date: dd/mm/yy** / /	**Lead Staff** _____
	BEFORE EVENT		
	Confirm set up team has been established (if it's your responsibility)		
	Confirm time of arrival and table set up/location available / presentations		
	Get name tags/print names tags/ event specific sheets/forms/		
	Pack in bag program promotional materials e.g., program brochure /business cards/ pens / banner / application forms etc		
	Work with venue on providing chairs/desks/ audio/video etc necessary		
	Your black work attire is clean and ready to wear for event		
	DURING EVENT		
	Wear black work attire / table set up / specific decoration check		
	Food and beverages		
	Take nice pictures of table/guests/area/		
	Engage with table visitor/important people/ get other business cards / share / never leave table unattended		
	AFTER EVENT		
	Pack bag with promotional materials and make sure the area is cleaned up before departure		
	Make sure all electronics/chargers/ returned		
	Collect completed forms/ attendee evaluation		
	Within 5 days prepare 1 page Event Report and file in Share Folder with 5-10 events pictures		