

Onsite Event Checklist

Registration

- | |
|---|
| Registration tables |
| Signs and arrows directing people to event room |
| Attendee list |
| Name tags/pens |
| Handouts on chairs |

Times

- | |
|--------|
| Start |
| Break |
| Finish |
| |

Room Setup

- | |
|-----------------------|
| Final audience count: |
| Chairs set for |
| Display tables |
| Coffee stations |
| Water stations |
| Banners, signs, etc. |
| |

Stage Setup

- | |
|--|
| Front speaker table |
| Projector; AC power, VGA cable, image size and focus |
| Screen |
| Flip chart/markers |
| Sound system check |
| Written speaker introduction |
| |

Schedule (Opening comments, introducer, speaker, etc.)

- | Time | Speaker, event, etc. |
|------|----------------------|
| | |
| | |
| | |