

# Checklist for Events and Conferences

Event Name \_\_\_\_\_

Date & Time \_\_\_\_\_

Location \_\_\_\_\_

## 1 - 3 months in advance

TASK	ASSIGNED TO	STARTED	FINISHED
Setup a kick-off meeting to finalize teams, theme, target audience & budget.			
Decide the registration/ticket types, price & number of attendees.			
Setup online event registration page (Try <a href="https://eventzilla.net">Eventzilla.net</a> It's free to setup)			
Create special discount codes (Example: Member discount, Student discount)			
Send email invites to contacts, promote event on your Facebook page.			
Start using a #hash tag to promote the event on twitter. (Example: #Eventname)			
Get estimates for food, drinks, venue and rental equipment.			
Finalize the venue for the event.			
Create sponsorship levels and send a personal note to potential sponsors.			
Start planning travel & accommodation.			
Send an invite to speakers and invite papers and presentations.			

## 1 week before

TASK	ASSIGNED TO	STARTED	FINISHED
Review the number of people attending and adjust arrangements if necessary.			
Follow-up with the media for coverage of the event.			
Confirm accommodations and make additional reservations if required.			
Confirm with speakers about their speaking engagements			
Create registration supplies kit (Stationery items like pens, staplers, tape etc.)			
Ask your confirmed sponsors for their logos for publicity printing.			

## 1 day before

TASK	ASSIGNED TO	STARTED	FINISHED
Send "See you Tomorrow" e-mail reminders to the registrants.			
Create name badges and the attendee list			
Prepare the presentations back up on USB drives.			
Write the checks for payments to be made on the event day and keep them handy.			
Visit the venue for last minute check-up.			

## Event day

TASK	ASSIGNED TO	STARTED	FINISHED
Arrive early at the event venue			
Distribute name badges to attendees			
Check to see that no task has been left un-assigned			
Check the sound/lighting equipment			
Confirm the refreshments schedule with the volunteers.			

## Post Event

TASK	ASSIGNED TO	STARTED	FINISHED
Send thank you and appreciation letters to the attendees			
Distribute evaluation and feedback forms			
Return equipment that is borrowed/rented			
Reconcile bills with all the involved parties			
Follow up with the media for the showcase of the event			
Send "sorry we missed you" letters.			
Meet with the event planning committee to evaluate the event.			

## Organizing an event?

Accept registrations and payments online with Eventzilla in minutes.  
**Trusted by over 2000 event organizers** and it's free to get started.



[www.eventzilla.net](http://www.eventzilla.net)

