

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. |
|------|----------------------|
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