

Event Checklist

Date	Activity Description	Responsible	Status
	Confirmation emails sent out		
	Final reminder emails sent out		
	What posters do we want to use, and do they need to be put up in a particular order?		
	Which pop-ups should we use?		
	How will the room be set up?		
	Do we need Learner guides, keyboard shortcuts etc?		
	Do we need machines, and are they running the latest versions of Visio and PN?		
	Do we need name cards/badges?		
	Connectors/Collateral/Delegate packs		
	Is there an agenda/delegate list?		
	Do we have enough water, mints and tissues?		
	Are we making tea/coffee? Do we have enough supplies? What time for refills?		
	Do we need to buy anything else? (extra biscuits/milk)		
	Feedback forms?		
	Camera charged?		
	Agree who's taking photos		
	Does anyone from Triaster plan to attend? Do we have phone cover/enough chairs in the room?		
	Book meeting room(s)		
	Book table with catering and inform of dietary requirements		
	Notify reception of visitors and confirm WIFI password		
	Do we need visitor passes?		
	Upload relevant photos to social media platforms & save in Connector folder		
	Send follow-up email with feedback form if applicable		
	Send training completion certificates if applicable		
	Write up of event for website – if applicable		