## Ticketleap

## **DAY-OF EVENT CHECKLIST FOR ORGANIZERS**

CHECK-IN WITH YOUR TEAM
Cover key topics, including:
Admissions strategy
Security details
Emergency plans
Event schedule
Other:
<ul><li>Make your full event schedule easily available</li></ul>
Other:
SOLIDIFY YOUR COMMUNICATION PLAN WITH STAFF
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PLAN WITH STAFF  Distribute needed communication tech (e.g., walkie-talkies, in-ears)  Set up group messaging app (e.g., Slack or Discord)  Lay out role hierarchy for addressing situation-specific questions  Establish main and secondary points-of-contact

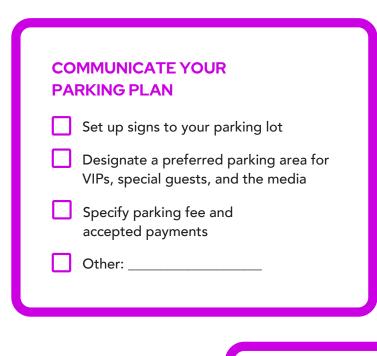
MEET WITH YOUR VENDORS AND SPECIAL GUESTS	
Clarify roles and expectations with Vendors Vendors Sponsors Special guests Media personnel Security team Photographer/videographer Production team Other: Distribute personalized itineraries of event day	
Other:	

CHECK	THE WIFI
con con	nblish a backup plan for weak nection (e.g., mobile hotspot, nection to nearby building, ernet cable)
Pass	sword protect team WiFi
Oth	er:

## **FINALIZE YOUR ADMISSIONS STRATEGY** Differentiate your lines with stanchions, floor tape, or spray paint Assign staff to direct queue lines Verify the accessibility and visibility of all exits and entrances Other: SET UP CLEAR EVENT SIGNAGE Clearly display signage for important locations, including: Concessions Hydration stations Service desk **Bathrooms** Exits/entrances Sponsor booths Merch tables Other: Upload a map of your venue layout on your website and/or mobile app Other: \_\_\_\_\_

CONFIRM WEATHER DEPENDENT ACCOMMODATIONS
☐ For outdoor venues (as needed):           ☐ Heaters           ☐ Fans           ☐ Tents           ☐ Ponchos           ☐ Other:           For indoor venues:           ☐ A/V system           ☐ Air conditioning           ☐ Heating systems           ☐ Other:

D OTHER EVENT TECH
Check that everything is fully charged and working properly
Ensure all staff are trained on scanning tickets, looking up orders, and making payments at the door
Keep backup chargers and extra batteries on hand
Other:



GATHER ADDITIONAL SUPPLIES
Basic toolkit
Extra extension cords
Gaffer tape
First aid kit
Other:

TAKE CARE OF YOURSELF AND OTHERS!
Stay hydrated
Grab coffee
Get enough sleep
Wear comfortable shoes
Ensure the team is doing the same
Other:

