

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: _____
- ☐ Make your full event schedule easily available
- ☐ Other: _____

MEET WITH YOUR VENDORS AND SPECIAL GUESTS

- ☐ Clarify roles and expectations with:
 - ☐ Vendors
 - ☐ Sponsors
 - ☐ Special guests
 - ☐ Media personnel
 - ☐ Security team
 - ☐ Photographer/videographer
 - ☐ Production team
 - ☐ Other: _____
- ☐ Distribute personalized itineraries of event day
- ☐ Other: _____

SOLIDIFY YOUR COMMUNICATION 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
 - ☐ Share hierarchy with staff
- ☐ Other: _____

CHECK THE WIFI

- ☐ Establish a backup plan for weak connection (e.g., mobile hotspot, connection to nearby building, ethernet cable)
- ☐ Password protect team WiFi
- ☐ Other: _____

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: _____

TEST SCANNERS, CARD READERS, AND 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: _____

COMMUNICATE YOUR PARKING PLAN

- ☐ Set up signs to your parking lot
- ☐ Designate a preferred parking area for VIPs, special guests, and the media
- ☐ Specify parking fee and accepted payments
- ☐ 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: _____

