

Project Catalyst Working Group Host Checklist

This checklist is a guide to complete all necessary steps to ensure proper execution of your Catalyst working group!

City:

Country:

Venue Address:

Dates:

Agenda/Time:

Stage 1

☐ **Venue Quote**

Venue quote is required. Confirming the date and time of your WG.

☐ **Food & Beverage Quote**

F&B quote is required.

☐ **Audio/Visual Quote**

The Catalyst team would love to have video and audio recorded of WG. A/V isn't required but preferred!

☐ **Printed Marketing Material Quote**

Printed material quote(s) is required. This is any merch, banners, flyers, etc. Anything that is printed or given out at the event will require a quote and final paid invoice.

☐ **Miscellaneous Quote(s)**

Any quotes that don't fall under those stated above must be turned in as well for proper payment.

☐ **Received WG Playbook & Content**

Confirm you have received WG agenda, playbook, and any content needed to host a successful event

Stage 2

☐ **Venue Paid Invoice**

A paid venue invoice is required.

☐ **Food & Beverage Paid Invoice**

A paid F&B invoice is required.

☐ **Audio/Visual Paid Invoice**

A paid A/V invoice is required.

☐ **Printed Marketing Material Invoice(s)**

Any paid invoices for printed marketing including merch is required.

☐ **Miscellaneous Paid Invoice(s)**

Any remaining paid invoices that don't fall under the above categories.

☐ **Received and Understand QR code for Attendee Registration**

The Catalyst team will be utilizing a QR code registration system for WG attendees to check-in with upon arrival.

☐ **Stage 3**

☐ **Collect and Delivered WG Reports**

Hosts are required to collect and submit WG reports to the Catalyst Team.

☐ **Complete Attendee Survey**

Attendees must complete a survey at the conclusion of the Working Group.