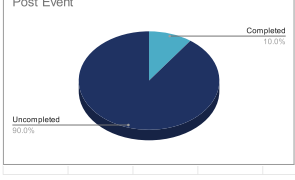
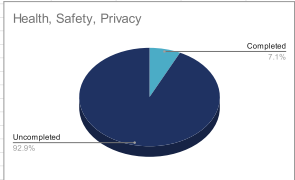
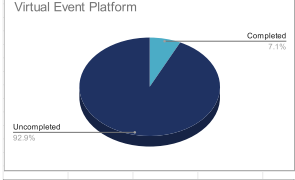
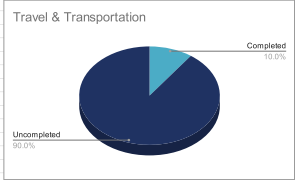
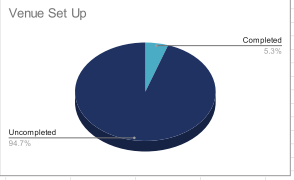
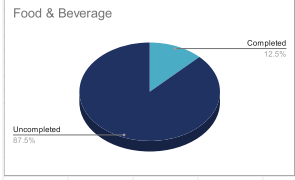
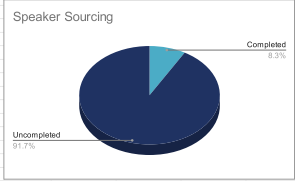
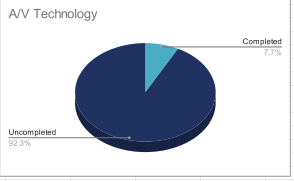
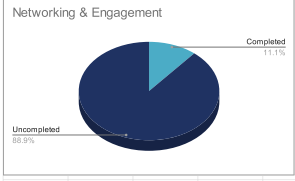
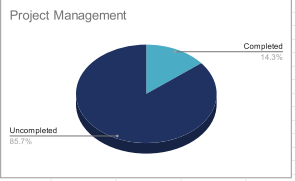
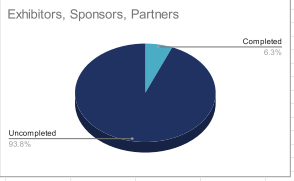
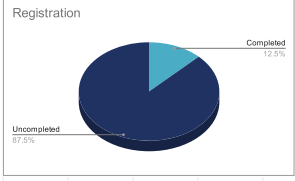
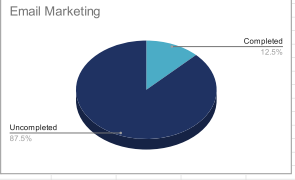
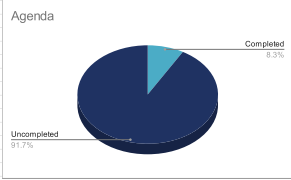
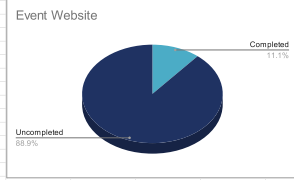
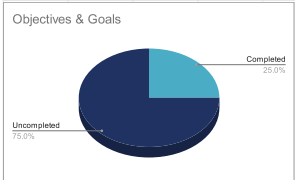
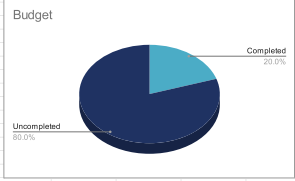
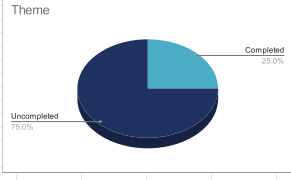
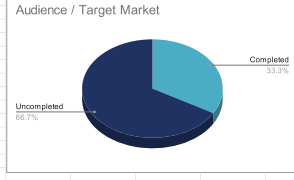
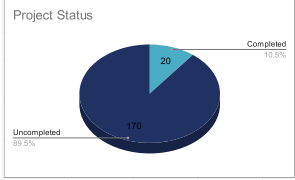
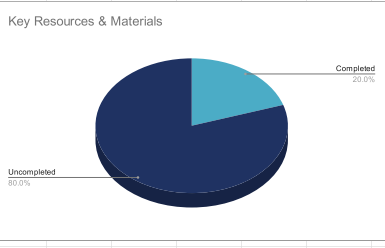


Event Scope		
Event Name		
Event Description		
Contact Coordinator		
Event Date	Start Date:	End Date:
Event Time	Start Time:	Start Time:
Event Location		
Event Type		
Event Size	# of Attendees	
Event Website		
Event Registration Link		
Budget		
Project Lead		
Project Team		



1- Key Resources and Materials (1 of 5 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Client Contract Creates a legal relationship that outlines client expectations and project details			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
The Run Sheet (Event Production Schedule) Breaks down the show into segments from start to finish			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event Timeline A chronological checklist that keeps the event planning process on track			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stakeholder Analysis Identifies and develops demands of the stakeholder for a more successful event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RFP (Request for Proposal) Solicits to potential suppliers like venues, hotels, vendors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	20%		
		Pending	4	80%		
		Total	5	100%		
2- Objectives and Goals (1 of 4 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Define Event Objectives SMART- Specific, Measurable, Achievable, Relevant, Time-Bound			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Determine KPIs A quantitative measurement that assesses or gauges the outcome			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement Advanced Analytics Data that helps track activities and predict future patterns			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dashboards and Custom Reports Helps track performance in real-time			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	25%		
		Pending	3	75%		
		Total	4	100%		
3- Budget (1 of 5 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Estimate cost of past events			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Determine all items that incur expenses for the event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Get quotes Staff, travel, venue, entertainment, A/V technology, marketing budget, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create budget Grant access with teammates to collaborate			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Include a section for income and expenses			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	20%		
		Pending	4	80%		
		Total	5	100%		
4- Audience/Target Market (1 of 3 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Create a buyer persona profile Research demographics, online behavior, age group, key trends, etc.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Foster new sponsorships to fund the event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Research competition			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	33%		
		Pending	2	67%		
		Total	3	100%		
5- Event Website (1 of 9 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Create a landing/registration page			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Upload the agenda			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social media links			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Showcase exhibitors, sponsors, speakers			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FAQ Page			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Add a countdown timer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upload sponsored ads and banners			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Link website to registration			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Live chat support			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	11%		
		Pending	8	89%		
		Total	9	100%		
6- Email Marketing (1 of 8 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Categorize the audience list for a customized event email			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Send invitation email Customize based on sponsors, members, non-members, VIPs, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send save-the-date email			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send regular updates Helps create buzz around the event and increases engagement			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send reminder email (1 week out)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send reminder email (1 day out)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send reminder email (1 hour before)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send post-event survey			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	13%		
		Pending	7	88%		
		Total	8	100%		

7- Networking and Engagement (1 of 9 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Plan and schedule posts for socials			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Create press release Increases exposure and reputation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event hashtag			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event logo Colors should be cohesive to event branding			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create social media pages for the event LinkedIn, Facebook, Instagram, Twitter			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send push notifications			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gamification strategy What games would you like to include at your event?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up games and passcodes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide speaker codes and sponsor codes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	11%		
		Pending	8	89%		
		Total	9	100%		

8- Agenda (1 of 12 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Confirm date(s)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Confirm start/end time			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decide on moderator/keynote speaker(s)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm breakout sessions, lunch breaks, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a welcome and introduction			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decide on discussion topics			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the event include Livestream?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Setup registration			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Can both virtual and onsite access agenda items?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create Q&A for applicable sessions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enable polls and live chat for applicable sessions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Add video content			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	8%		
		Pending	11	92%		
		Total	12	100%		

9- Project Management (1 of 7 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Identify team member responsibilities and roles			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Define all stakeholders Sponsors, exhibitors, producers, emcees, moderators, A/V staff, contractors, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a project management spreadsheet and allow access by all team members			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
List contact information of all stakeholders			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule weekly meetings			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign tasks to the team			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Include important deadlines			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	14%		
		Pending	6	86%		
		Total	7	100%		

10- Registration (1 of 8 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
List of requirements for registration			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Set up the registration account			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Write copy for the site			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up the registration form This may include information to fill out about hotel accommodations or dietary restrictions. Make sure it is compatible with both onsite and virtual			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up a payment provider			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Define ticket type(s)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compose registration email confirmation A customized email that confirms attendees' registration and provides parking, location, login information, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up terms and conditions for the event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	13%		
		Pending	7	88%		
		Total	8	100%		

11- Theme (1 of 4 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Research current trends in the events industry What ideas or components would create a memorable and satisfying experience for you?			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Create a document that highlights the theme description and specifics related to it Include tone, branding, A/V design, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a cohesive color palette			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Source experiential elements			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Completed	1	25%		
		Pending	3	75%		
		Total	4	100%		

12- Speaker Sourcing (1 of 12 tasks completed)						
Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Make a list of potential speakers and moderators			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contact a speakers bureau A tool that helps source reliable and professional speakers			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Source speakers and moderators			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Have speakers sign contracts and release forms that allow recordings to be distributed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Get presentations and key materials from speakers and provide them to all stakeholders			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign speaker and moderator roles to specific sessions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide moderator with key agenda materials and cue cards			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upload speaker profiles to the event website			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Give speaker access to registration data and links			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send speaker key information to promote the event on their socials			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brief speaker and moderator two weeks before the event			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speaker and moderator dry run (two days out or as needed)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
During this process, make sure audio, lights, camera, etc., are running efficiently			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed	1	8%
Pending	11	92%
Total	12	100%

13- Exhibitors, Sponsors, and Partners (1 of 16 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Select affiliate partners			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Source sponsors and exhibitors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curate sponsorship and exhibitor packages			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Target specific goals of sponsors and exhibitors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sign sponsor and exhibitor contracts			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ask for downloadable assets from all partners			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create banner ads for sponsors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Share a copy of the agenda			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Share onboarding deck/exhibitor hall map			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide a link to support chat			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allow access to booth furniture, equipment, virtual booth, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide promotional toolkits			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ask them to promote their social networks to reach a larger audience			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collect promotional materials from sponsors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
This could come in the form of swag-like goodie bags, water bottles, brochures, stickers, etc.						
Get experiential elements from sponsors to include on the event website			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ex: pre-recorded video messages, behind-the-scenes tours, etc.						
Include visual branding on-site			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create sponsor and exhibitor profiles on the event website			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Curate follow-up strategies for post-event engagement with partners			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed	1	6%
Pending	15	94%
Total	16	100%

14- Virtual Event Platform (1 of 14 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Create a document with a list of requirements for the virtual platform			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Research competitor platforms			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract with a virtual event platform			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work with a support team to build a platform			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Include event details, timezone, login details, etc.						
Create domain			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Setup terms and conditions agreement			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enable privacy policy			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brand platform with customized color palette, logo, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Include agenda, video content, sponsor banners, ads, logos, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enable polls, live chat, session breakouts, surveys, Q&A's			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create sponsor and exhibitor profiles on the platform			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Upload list of attendees, speakers, sponsors, exhibitors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule push notifications			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Embed gamification passcodes if applicable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed	1	7%
Pending	13	93%
Total	14	100%

15- Travel and Transportation (1 of 10 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Book travel accommodations for staff			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Book travel accommodations for speakers			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule transportation from airport to hotel if applicable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check for shuttle services						
Create a document of arrival times and schedules for all stakeholders			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide staff with company cards			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Research hotels closest to venue location			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Negotiate room rates			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reserve hotel rooms for staff and stakeholders			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reserve staff and stakeholder parking if applicable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a document with essential travel information for all stakeholders			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cancellation policies, expenses, hotel check-in and check-out times, transportation, etc.						

Completed	1	10%
Pending	9	90%
Total	10	100%

16- Food and Beverage (1 of 8 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Source catering services			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Contract catering services			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decide if alcohol will be served			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain liquor license if applicable			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calculate and decide on the menu through a budget spreadsheet			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider dietary restrictions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine staffing requirements with the caterer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide the caterer with the total number of registered attendees			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If not provided, rent catering equipment Refer to the budget spreadsheet			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Completed		1	13%		
	Pending		7	88%		
	Total		8	100%		

17- Venue Set Up (1 of 19 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Research venues Consider transportation, capacity, amenities, etc.			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Make sure venue meets event needs Speaker stage, lighting, wheelchair accessibility, catering space, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contract venue			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain insurance, licenses, and permits required for event Health department permits, public performance licenses, liability insurance, special event permits, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider venue cancellation terms and conditions			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Map out venue floorplan This helps determine where signage, catering, registration, etc., will be			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site inspection			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Determine event setup and breakdown times			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan seating layout			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up badge-scanning booths			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up help desks			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create name cards/lanyards			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up registration tables			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up digital equipment Make sure equipment is fully charged and functional			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up branding			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider goodie bags for attendees Agenda copies, brochures, feedback forms, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepare directional signage and floor and wall markings			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Set up sanitation areas			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan contests, awards, prizes			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed	1	5%
Pending	18	95%
Total	19	100%

18- Health, Safety, and Privacy (1 of 14 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Decide if a bag check is required			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Provide staff First Aid training			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ask the venue for evacuation exits in case of emergencies			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement a COVID safety plan			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decide if on-site testing and/or PPE kits will be required			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide Covid related supplies Masks, shields, sanitizer, etc.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitor the latest travel regulations			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Draft refund policy and guidelines			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Educate attendees on event health protocols			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide multiple forms of entry to create less congested areas of traffic flow			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement a social distancing seating chart if needed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Establish safety and cleanliness guidelines			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GDPR Compliance			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cybersecurity plan			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed	1	7%
Pending	13	93%
Total	14	100%

19- A/V Technology (1 of 13 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Implement live stream production			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Supportive device bandwidth			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decide if equipment/device rentals are needed			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain transmitters and receivers			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test the in-house sound system			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign technicians			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test projectors / big screens			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test power sources & distribution			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collect all promotional content from sponsors and exhibitors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confirm all design assets and motion graphics			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide links to digital space			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Day of event: tech check Ensure internet, cameras, streaming services, etc., are all working correctly			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create AV schedule of event Include important orderly details			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed	1	8%
Pending	12	92%
Total	13	100%

20 – Post Event (1 of 10 tasks completed)

Checklist Item	Deadline	Responsible	Status	Onsite	Digital	Notes
Debrief with team			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Upload live stream, photos, and videos from on-site			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create a blog and post-event content for socials			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Review and assess analytics Share findings with sponsors and exhibitors			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send follow-up emails and surveys to attendees			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check in with sponsors Send thank you messages and important upcoming dates for future events			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

