

Onsite Event Checklist

Registration	
	Registration tables
	Signs and arrows directing people to event room
	Attendee list
	Name tags/pens
	Handouts on chairs
Times	
	Start
	Break
	Finish
Room Setup	
	Final audience count:
	Chairs set for
	Display tables
	Coffee stations
	Water stations
	Banners, signs, etc.
Stage Setup	
	Front speaker table
	Projector; AC power, VGA cable, image size and focus
	Screen
	Flip chart/markers
	Sound system check
	Written speaker introduction
Schedule (Opening comments, introducer, speaker, etc.)	
Time	Speaker, event, etc.