



Day of Checklist for Planner

Day Of Event:

- Give yourself plenty of time to set-up
 - Plan for unexpected traffic, etc.
 - Bring additional outfit in bag to change at work if event is in the evening

- Check all AV inputs and Layout of Room
 - Run through presentation of slides to make sure they all work
 - Check microphones and lighting
 - Walk in as “guest” and look for the proper signage and table layout
 - Make sure that volunteers are present and confident in their assigned tasks

- Meet caterers and ensure there are the proper accessories (cups, forks, etc.)
 - If table service is being provided check table layout
 - Ensure the speakers have water at the podium

- Serve as host
 - Make sure you are visible, after all this is *your* event!
 - Introduce yourself to the guest of honor, or speakers make sure they feel they can ask for anything they need.

- After event
 - Make sure location is clear of all AV equipment and signage that can be removed unexpectedly! In the end, if things go missing it is your responsibility.
 - Make sure to verbally thank your volunteers and make note of significant moments that you would like to highlight later.

NOTES:

Important Numbers/ Contacts: