Minimalist Event Task Checklist â€" Conference

Pre-Event

☐ Confirm venue booking

☐ Invite and confirm speakers

☐ Open attendee registrations

☐ Promote event (website, social media, email)

☐ Finalize event schedule and send to participants

☐ Confirm catering & vendors

Event Day

☐ Set up venue and check equipment

☐ Prepare registration desk

☐ Display signage and directions

☐ Welcome and register attendees

☐ Support speakers and participants as needed

Post-Event

☐ Send feedback survey

☐ Send thank you notes to speakers and attendees

☐ Settle invoices & wrap up logistics

☐ Prepare event report & debrief