

Conference Preparation Event Checklist

Pre-Event Preparation

- Define conference objectives and goals
- Create and finalize budget
- Book venue
- Set event date and timeline
- Arrange registration system/process
- Invite speakers/presenters
- Draft conference program and agenda
- Prepare marketing & promotional materials
- Identify and contact potential sponsors

Logistics

- Arrange audiovisual equipment
- Order catering (food and beverages)
- Prepare event signage and materials
- Book accommodation for guests/speakers (if needed)
- Organize transportation (if needed)
- Set up registration desk

On the Day of Event

- Brief staff and volunteers
- Conduct venue walkthrough and setup
- Run technical rehearsal/test equipment
- Welcome and register attendees
- Monitor schedule and support speakers
- Distribute feedback forms

Post-Event

- Venue cleanup
- Send thank-you notes to speakers and attendees
- Review feedback and event performance
- Finalize accounts and payments

Prepare event documentation and report