

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