Ticketleap

DAY-OF EVENT CHECKLIST FOR ORGANIZERS

CHECK-IN WITH YOUR TEAM
Cover key topics, including:
Admissions strategy
Security details
Emergency plans
Event schedule
Other:
Make your full event schedule easily available
Other:
SOLIDIFY YOUR COMMUNICATION PLAN WITH STAFF
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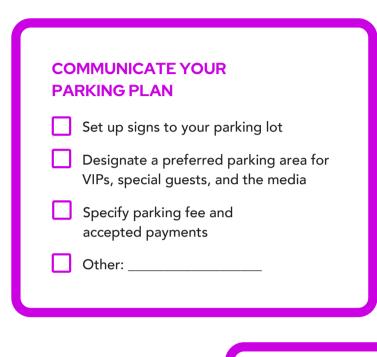
Clarify roles and expectations with:
Vendors
Sponsors
Special guests
Media personnel
Security team
Photographer/videographer
Production team
Other:
Distribute personalized itineraries of event day
Other:

CH	ECK THE WIFI
	Establish a backup plan for weak connection (e.g., mobile hotspot, connection to nearby building, ethernet cable)
	Password protect team WiFi
	Other:

FINALIZE YOUR ADMISSIONS STRATEGY Differentiate your lines with stanchions, floor tape, or spray paint Assign staff to direct queue lines Verify the accessibility and visibility of all exits and entrances Other: _____ SET UP CLEAR EVENT SIGNAGE Clearly display signage for important locations, including: Concessions Hydration stations Service desk **Bathrooms** Exits/entrances Sponsor booths Merch tables Other: _____ Upload a map of your venue layout on your website and/or mobile app Other: _____

CONFIRM WEATHER DEPENDENT ACCOMMODATIONS	
☐ For outdoor venues (as needed): ☐ Heaters ☐ Fans ☐ Tents ☐ Ponchos ☐ Other: For indoor venues: ☐ A/V system ☐ Air conditioning ☐ Heating systems ☐ Other:	

ST SCANNERS, CARD READERS D OTHER EVENT TECH
Check that everything is fully charged and working properly
Ensure all staff are trained on scanning tickets, looking up orders, and making payments at the door
Keep backup chargers and extra batteries on hand
Other:



GATHER ADDITIONAL SUPPLIES
Basic toolkit
Extra extension cords
Gaffer tape
First aid kit
Other:

TAKE CARE OF YOURSELF AND OTHERS!
Stay hydrated
Grab coffee
Get enough sleep
Wear comfortable shoes
Ensure the team is doing the same
Other:

