

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: _____

MEET WITH YOUR VENDORS AND SPECIAL GUESTS

- 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: _____

SOLIDIFY YOUR COMMUNICATION PLAN WITH STAFF

- Distribute needed communication tech (e.g., walkie-talkies, in-ears)
- Set up group messaging app (e.g., Slack or Discord)
- Lay out role hierarchy for addressing situation-specific questions
 - Establish main and secondary points-of-contact
 - Share hierarchy with staff
- Other: _____

CHECK 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: _____

TEST SCANNERS, CARD READERS, AND 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: _____

COMMUNICATE YOUR PARKING PLAN

- Set up signs to your parking lot
- Designate a preferred parking area for VIPs, special guests, and the media
- Specify parking fee and accepted payments
- 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: _____

