Ticketleap

EVENT DAY CHECKLIST FOR ORGANISERS

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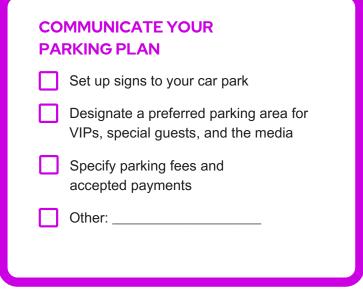
| Clarify roles and expectations with: |
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| Vendors |
| Sponsors |
| Special guests |
| Media personnel |
| Security team |
| Photographer/videographer |
| Production team |
| Other: |
| Distribute personalised itineraries of event day |
| Other: |

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

FINALISE YOUR ADMISSIONS STRATEGY Differentiate your lines with crowd control barriers, bollards, floor tape, or chalk 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 Box office VIP lanes Cloak room/lost and found 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 |
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| For outdoor venues (as needed): |
| Sunscreen |
| Shade structures |
| Sunglasses |
| Hats |
| Heaters |
| Fans |
| Tents |
| Ponchos |
| Other: |
| For indoor venues: |
| A/V system |
| Air conditioning |
| Heating systems |
| Other: |
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| EST SCANNERS, CARD READERS, ND OTHER EVENT TECH |
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| 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 or duct tape | |
| First aid kit (including sunscreen and insect repellent) | |
| Portable generators or power banks | |
| Recycling bins and waste managemen supplies | t |
| Council permits | |
| Other: | |
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