# Event Phase Checklist

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| --- | --- | --- | --- |
| Task | Contact Person: | YES | NO |
| Does everyone have a copy of the run-of-show for each day with their respective responsibilities and contact information? |  |  |  |
| Do everyone know who to go to if an issue(s) arises and how to reach them? |  |  |  |
| Contracts with all vendors are in place and they understand the event timing, and load-in and load-out guidance. |  |  |  |
| Staff radio connections and channels have been tested. |  |  |  |
| All ASL and CART providers know the rooms they are assigned to and who their point-of-contact is throughout the event. |  |  |  |
| Final reminders and arrival guidance sent to keynote speakers, presenters, honorees, and VIPs. |  |  |  |
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| Key staff are assigned to keynote speakers, honorees, and VIPs. |  |  |  |
| Arrival guidance for journalists covering the event is sent and they have the contact information for the media or public affairs representative. |  |  |  |
| Arrival guidance/welcome has been sent to attendees two days prior. |  |  |  |
| Social media volunteers are prepared with pre-approved posts and guidance for posts with images for during the event (don’t forget to provide image descriptions!) |  |  |  |
| Customer service with an accessibility assistant is set up beside the registration/check-in |  |  |  |
| Registration/check-in is set up, name badges are printed, lanyards are ready. Rosters are loaded on laptop computers or tablets. |  |  |  |
| Conference bags are filled and have wi-fi access details included (if available), and any conference app details. |  |  |  |
| Mobile language interpretation booths are installed and tested. |  |  |  |
| Presentation rooms have had an audio/visual tested and have reserve seating assigned for ASL interpreters and attendees who need them. |  |  |  |
| Presentation rooms have plenty of pads of paper and pens. |  |  |  |
| Loaner scooters are charged ready for check-out. |  |  |  |
| Ramps and railings have been installed and tested, if needed. |  |  |  |
| Restrooms have been checked to make sure accessible stalls are operable and hand soap and paper towels are within reach. |  |  |  |
| Elevators have been tested and volunteers posted outside to hold elevator doors open for wheelchair or scooter users, if needed |  |  |  |