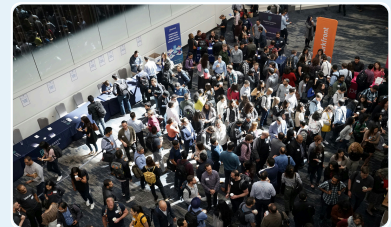


THE PRE-EVENT SANITY CHECKLIST

15 THINGS TO CONFIRM BEFORE DOORS OPEN

Every event prof knows the night before. Not the excitement part. The other thing: the mental inventory that runs on a loop until you finally give up on sleep. This checklist exists to close those loops. Work through it, confirm each item, and go into event day knowing the A2Z details are handled. — The A2Z Events Team



REGISTRATION & BADGING

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>1. Registration system tested and live
Confirm the portal is processing check-ins, your kiosks or QR codes are working, and all pickup stations are staffed.</p> |
| <input type="checkbox"/> | <p>2. Badge quantities, formats, and printer confirmed
Final count sent to print. Lanyards, holders, and any VIP or exhibitor badge variants are accounted for.</p> |
| <input type="checkbox"/> | <p>3. Day-of check-in flow rehearsed with staff
Every person working the door knows the process, has their login, and knows the fallback if the system goes down.</p> |

VENUE & LAYOUT

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>4. Final floor plan approved and distributed
All vendors, exhibitors, and staff have the current version. Not the one from three revisions ago.</p> |
| <input type="checkbox"/> | <p>5. Load-in and load-out schedule confirmed
Venue, exhibitors, and all vendors have the same arrival windows and parking instructions in writing.</p> |
| <input type="checkbox"/> | <p>6. Signage and wayfinding placed and verified
Walk the floor. Confirm every directional sign is up, readable, and pointing the right direction.</p> |

AV & TECHNOLOGY

7. AV vendor confirmed setup window and reviewed run-of-show

They have the script, cues, slide files, and a direct contact for the event lead. No surprises at soundcheck.

8. WiFi tested and credentials ready to distribute

Test it with multiple devices before the day. Network name and password are printed or ready to share on-site.

9. Presentation files collected and loaded

All speaker decks are in one folder, on the event machine, and the right version. Confirm with each presenter.

EXHIBITORS & VENDORS

10. Exhibitor confirmations received

Booth assignments, setup arrival times, parking spots, and load-in instructions confirmed with every exhibitor.

11. Catering and F&B headcount confirmed

Final guest count sent to the caterer. Dietary restrictions flagged. Timing aligned with your agenda.

12. All vendor contacts in one place

One sheet: every vendor name, cell number, and what they're responsible for. Share it with your core team.

STAFF & OPERATIONS

13. Staff and volunteer assignments distributed

Everyone has their role, their location, and a copy of the run-of-show. Roles are assigned, not assumed.

14. Emergency contacts and venue protocols shared

First aid location, venue emergency contact, and your escalation chain are in the hands of every team lead.

15. Post-event collection plan confirmed

Feedback forms, lead retrieval process, and teardown schedule are planned before doors open, not after they close.