

## Event Day Checklist - High Support for Advancement

### Venue

Set up venue, as needed
- AV
- Tech
- Furniture
- Handouts
- Signs
Coordinate rehearsals, as needed
Record voiceovers, as needed
Finalize seating chart

### People

Confirm instructions/action items for:
-Venue
- AV/Tech
- Caterer
- Other vendors
- Registration/Check-In
- Speakers
- Special guests
- Volunteers
- Photographer
- List of specific shots wanted

### Items to Bring

COVID-19 PPE:
- Masks
- Hand sanitizer
Laptop & Charger
Signage
Nametags (inc. extra blank ones)
Guest lists (various sorted versions)
- Table captain
- Table number
- Last name
- Company
Swag
PPT
Printed Copies of All Speaker
Pens

### Notes:

### Post Event

Collect donation cards/envelopes
Collect extra swag
Collect any other leftover materials

### Other
