

**Event Day Checklist - Low or No Support from Advancement**

**Venue**

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

**Items to Bring**

COVID-19 PPE:
- Masks
- Hand sanitizer
Laptop & Charger
Signage
Nametags (inc. extra blank ones)
Guest lists
Swag
PPT
Printed Copies of All Speaker
Pens

**Post Event**

Collect extra swag
Collect any other leftover materials

**Other**


**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

**Notes:**