

## 1. General information

Event title:

Date:  Time:

Venue:

Planned number of participants:

Event type ☐ In person ☐ Online ☐ Hybrid

Budget:

## 2. Timeline & tasks

Task	Deadline / Date	Done (✓)
Create participant list		
Enquire venue and technical setup via eventlocation-hameln.de		
Invite and confirm moderator / speaker		
Draft agenda		
Technical check		
Organise registration / reception		
Prepare certificates of attendance		
Compile conference materials		
Print name badges / table signs		
Set up access for online participants		
Prepare feedback forms		
Prepare emergency kit and contact list		

## 3. Participants & communication

Planned number of participants:

Confirmed registrations:

Registration deadline communicated? ☐ Yes ☐ No

Special needs considered (accessibility, allergies etc.)? ☐ Yes ☐ No

Press invited? ☐ Yes ☐ No

## 4. Budget planning

Category	Planned (€)	Actual (€)
Venue		
Technical setup		
Catering / service		
Speaker fees		
Travel and accommodation costs		
Printing and materials		
Decoration		
Marketing / communication		
Other		
Total		

## 5. Accommodation & travel

- Is accommodation required? ☐ Yes ☐ No
- Hotel contingents reserved? ☐ Yes ☐ No
- Travel directions / parking info communicated? ☐ Yes ☐ No
- Shuttle service organised? ☐ Yes ☐ No
- Travel information sent to speaker? ☐ Yes ☐ No

## 6. Final preparations (week before)

- ☐ Test technical setup and Wi-Fi
- ☐ Confirm final number of participants
- ☐ Print conference materials
- ☐ Prepare checklist for reception team
- ☐ Final coordination with service providers
- ☐ Check and place name badges
- ☐ Collect and test presentations
- ☐ Brief the moderator

## 7. On the day of the conference

- ☐ Set up early
- ☐ Test equipment before the start
- ☐ Welcome and register participants
- ☐ Keep the schedule on hand
- ☐ Actively support participants
- ☐ Collect feedback
- ☐ Dismantle and debrief