



Event Set-Up Checklist

This is a template that can be used to plan Maker Parties. All items below are examples from previous events. Please make a new document and copy what you need from here.

EVENT SET-UP CHECKLIST

- ☐ Guest lists printed
- ☐ Nametags printed and prepared
- ☐ Event supplies prepared
- ☐ Signage prepared and put-up
- ☐ Assessment material prepared (feedback forms)
- ☐ Set up room
- ☐ Check that all the stations are working
- ☐ Check that all computers have access to power and that there are enough power cords
- ☐ Check supplies (Name tags, food, etc.)
- ☐ Have the schedule and event name visible for attendees
- ☐ Have the hashtag, handle or other information for sharing visible for attendees
- ☐ Make sure the wireless network/login is visible for attendees
- ☐ Meet with volunteers and mentors
- ☐ Things to share with mentors on event day
- ☐ Thank everyone involved
- ☐ Share agenda for the day
- ☐ Re-confirm individuals assignments
- ☐ Explain registration
- ☐ This is a chance for individuals to explore a skill, try and let them figure it out BUT keep your eyes open for those that seem confused or left out
- ☐ Snack time (if applicable)
- ☐ Please tweet and post (share hashtag and handles)
- ☐ ID ppl to demo (if applicable)
- ☐ Feedback forms (if applicable)
- ☐ Capturing makes