Blockbuzz

Never miss what's buzzing nearby

Host Event Success Checklist

Event Type: tech_talk　　| **Participants:** 220　　| **Venue:** indoor　　| **Food Provided:** Yes

Volunteer Planning

- ■ Confirm volunteer ratio (1 volunteer per 40 participants) and availability
- ■ Ensure total volunteers assigned: 6
- ■ Assign fixed responsibilities to each volunteer (entry, seating, food)
- ■ Nominate one lead volunteer for coordination and escalation
- ■ Share emergency contact and escalation flow with all volunteers

Food Management

- ■ Add a 15–20 minute buffer before food distribution
- ■ Confirm food is served only after the main session ends
- ■ Plan batch-wise or row-wise release for food distribution
- ■ Position volunteers near food counters to manage queues
- ■ Ensure food counters do not block entry or exit paths

Before Event

- ■ Ensure communicate clear entry timing expectations to attendees
- ■ Ensure clearly communicate food timing before the event starts
- ■ Open entry at least 30 minutes before the scheduled start time
- ■ Test audio, microphone, and presentation setup before doors open
- ■ Ensure brief volunteers and security together on roles and flow
- ■ Prepare announcement scripts for delays and food instructions

During Event

- ■ Ensure use calm announcements to manage late-arrival crowd behavior
- ■ Guide seating actively to minimize disturbance during sessions
- ■ Monitor crowd density near entry and exit points
- ■ Ensure make calm and proactive announcements if timelines shift
- ■ Ensure prevent unnecessary movement during speaker sessions

After Event

- ■ Ensure release attendees in controlled batches for food distribution
- ■ Review operational bottlenecks observed during the event

- Ensure document learnings and reuse the same playbook for similar future events
- Ensure release attendees gradually instead of allowing mass exit
- Ensure thank attendees, speakers, and volunteers before exit
- Ensure observe and note entry, seating, and food bottlenecks
- Ensure document learnings for future similar events