

Checklist for an Effective Event Check-in

Before the Event: Planning and Preparation

- ☐ **Designing the reception desk layout** – Are there enough stations for the number of attendees?
- ☐ **Preparing signage** – Are the informational signs and directions clear?
- ☐ **Testing equipment** – Are all computers, scanners, and printers working properly?
- ☐ **Training the reception team** – Does everyone know their responsibilities and procedures?
- ☐ **Preparing badges** – Are they ready for distribution, or is there an option to print them on-site?
- ☐ **Organizing conference materials** – Are all sets complete?

Event Day: Setting Up the Reception Area

- ☐ **Checking the reception setup** – Are tables, signage, and devices in place?
- ☐ **Arranging badges and materials** – Is everything easily accessible?
- ☐ **Final instructions for the team** – Does everyone know their responsibilities and emergency procedures?
- ☐ **Opening the reception before attendees arrive** – Are we ready for the first guests?

During Registration: Efficient Attendee Handling

- ☐ **Welcoming and directing attendees** – Are there designated staff members to guide participants?
- ☐ **Smooth registration verification** – Is the QR code scanning process working flawlessly?
- ☐ **Distributing badges and materials** – Is every attendee receiving a complete package?
- ☐ **Handling walk-ins** – Do we have a clear procedure for late arrivals?
- ☐ **Queue management** – Is staff responding to any bottlenecks?

During the Conference: Ongoing Support

- ☐ **Keeping the reception area available throughout the event** – Is someone ensuring continuous attendee support?
- ☐ **Assisting late arrivals** – Is there a designated person for late registrations?
- ☐ **Providing information** – Can attendees easily get details about the agenda and speakers?
- ☐ **Monitoring potential issues** – Do we have on-site IT support?