Onsite Logistics Checklist for Conference Planning

Pre-Event Preparation

- ☐ Confirm venue booking and site access times
- ☐ Finalize event floor plan and room assignments
- ☐ Arrange AV, lighting, and technical requirements
- ☐ Prepare signage and directional materials
- ☐ Organize registration materials (badges, kits, etc.)
- ☐ Arrange catering and dietary requirements
- ☐ Confirm Wi-Fi/internet setup
- ☐ Prepare emergency contacts and procedures

Day of Event

- ☐ Set up registration desk
- ☐ Place signage at key areas
- ☐ Check AV and technical equipment
- ☐ Confirm catering deliveries and setup
- ☐ Review cleanliness and restrooms
- ☐ Brief event staff and volunteers
- ☐ Distribute walkie-talkies/communication devices
- ☐ Provide information desk

Session & Speaker Management

- ☐ Check speakers' arrival and presentation needs
- ☐ Provide speaker holding/waiting area
- ☐ Coordinate session timing and reminders
- ☐ Upload presentations to AV system
- ☐ Manage session Q&A logistics

Exhibitors & Sponsors

- ☐ Confirm exhibitor setup times and locations
- ☐ Provide tables, chairs, and power as requested
- ☐ Supply exhibitor badges/materials
- ☐ Coordinate sponsor branding and signage

Attendee Needs

- ☐ Clearly mark bathrooms, exits, emergency routes
- ☐ Provide station(s) for lost and found
- ☐ Ensure accessible paths for all attendees
- ☐ Stock water stations and refreshments

Post-Event

- ☐ Oversee breakdown and cleanup
- ☐ Collect all rented equipment/supplies
- ☐ Return signage and leftover materials
- ☐ Prepare incident and feedback reports
- ☐ Thank staff, volunteers, partners, and speakers