

PRE EVENT

COMPREHENSIVE

Events CHECK LIST

- DETERMINE PURPOSE AND GOALS
- SET BUDGET AND TIMELINE
- SELECT VENUE AND DATE
- DEVELOP EVENT CONCEPT AND THEM
- DEVELOP EVENT SCHEDULE
- SECURE SUPPLIERS AND VENDORS
- PLAN EVENT LOGISTICS
- PROMOTE EVENT AND MANAGE REGISTRATIONS
- PREPARE EVENT MATERIALS AND SIGNAGE
- COORDINATE ON-SITE SETUP AND EXECUTION
- ASSIGN ROLES & MANAGE EVENT DAY OPERATIONS
- COLLECT FEEDBACK AND EVALUATE SUCCESS

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PREP YOUR EXCEL SHEET: PART 1

Events CHECK LIST

EVENT DETAILS:

- EVENT NAME
- DATE
- TIME
- VENUE
- EXPECTED ATTENDANCE
- BUDGET
- EVENT THEME/CONCEPT

TASK MANAGEMENT:

- TASK DESCRIPTION
- ASSIGNED TO
- DUE DATE
- STATUS (E.G., NOT STARTED, IN PROGRESS, COMPLETED)
- PRIORITY
- NOTES/COMMENTS

ITEM DESCRIPTION:

- ESTIMATED COST
- ACTUAL COST
- VARIANCE (DIFFERENCE BETWEEN ESTIMATED AND ACTUAL COST)
- NOTES/COMMENTS

VENDOR CONTACT SHEET:

- VENDOR NAME
- CONTACT PERSON
- CONTACT INFORMATION (PHONE, EMAIL)
- SERVICES PROVIDED
- CONTRACT DETAILS (IF APPLICABLE)
- NOTES/COMMENTS

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PREP YOUR EXCEL SHEET: PART 2

Events CHECK LIST

SCHEDULE/AGENDA SHEET:

- TIME
- ACTIVITY/SESSION DESCRIPTION
- LOCATION/ROOM
- PRESENTER/SPEAKER
- NOTES/COMMENTS

SEATING PLAN SHEET:

- TABLE/SEAT NUMBER
- GUEST NAME
- COMPANY/ORGANIZATION
- MEAL PREFERENCE (IF APPLICABLE)
- NOTES/COMMENTS

EVENT MARKETING/PROMOTION SHEET:

- MARKETING CHANNELS (E.G., SOCIAL MEDIA, EMAIL, PRINT)
- SCHEDULED POSTS/EMAILS
- ENGAGEMENT METRICS (E.G., CLICK-THROUGH RATES, RSVPS)
- NOTES/COMMENTS

EMERGENCY PLAN SHEET:

- EMERGENCY CONTACT NUMBERS (VENUE, MEDICAL SERVICES, SECURITY)
- EVACUATION PLAN
- FIRST AID KIT LOCATION
- IMPORTANT SAFETY INSTRUCTIONS

POST-EVENT EVALUATION SHEET:

- EVENT OBJECTIVES (WERE THEY MET?)
- ATTENDEE FEEDBACK
- VENDOR PERFORMANCE EVALUATION
- BUDGET ANALYSIS (ACTUAL VS. BUDGETED)
- LESSONS LEARNED/IMPROVEMENT AREAS

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PACKING EVENT ESSENTIALS

Events CHECK LIST

- EVENT AGENDA/SCHEDULE
- CONTACT LIST OF KEY PERSONNEL AND VENDORS
- EVENT PERMITS/LICENSES (IF REQUIRED)
- EMERGENCY CONTACT LIST
- FLOOR PLAN/LAYOUT OF THE EVENT SPACE
- SIGNAGE AND BANNERS
- EVENT BADGES OR NAMETAGS FOR ATTENDEES AND STAFF
- GUEST LIST
- EVENT TICKETS OR PASSES (IF APPLICABLE)
- LAPTOP AND CHARGER

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PACKING REGISTRATION SUPPLIES

Events CHECK LIST

- REGISTRATION TABLE AND CHAIRS
- REGISTRATION FORMS OR TABLETS FOR CHECK-IN
- PENS, MARKERS, AND CLIPBOARDS
- NAME BADGE HOLDERS AND LANYARDS
- TICKET SCANNER OR QR CODE READER (IF APPLICABLE)
- CASH BOX OR PAYMENT PROCESSING SYSTEM (IF SELLING TICKETS OR MERCHANDISE)

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MISCELLANEOUS ITEMS

Events CHECK LIST

- TAPE, SCISSORS, AND ZIP TIES FOR QUICK FIXES
- CLEANING SUPPLIES FOR SPILLS OR MESSSES
- TOOL KIT FOR ASSEMBLY OR REPAIRS
- COAT RACKS OR HANGERS FOR ATTENDEE COATS
- UMBRELLAS OR CANOPY TENTS FOR OUTDOOR EVENTS
(WEATHER-DEPENDENT)

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MISCELLANEOUS ITEMS

Events CHECK LIST

EVENT DETAILS:

- PURPOSE
- TYPE
- DATE
- TIME
- EXPECTED ATTENDANCE
- TARGET AUDIENCE
- THEME
- VENUE PREFERENCE

BUDGET AND FINANCIALS:

- BUDGET, CONSTRAINTS
- COST-SAVING AREAS

EVENT REQUIREMENTS:

- KEY ACTIVITIES
- ENTERTAINMENT
- TECHNICAL NEEDS
- CATERING PREFERENCES
- BRANDING/MATERIALS

CLIENT EXPECTATIONS:

- EVENT ATMOSPHERE
- GUEST EXPERIENCE
- END GOALS
- PAST CONCERNS

TIMELINE AND LOGISTICS:

- PLANNING TIMELINE
- MILESTONES
- COMMUNICATION PREFERENCES
- LOGISTICAL CONSIDERATIONS

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FIRST AID AND SAFETY SUPPLIES

Events CHECK LIST

- FIRST AID KIT WITH BANDAGES, ANTISEPTIC WIPES, ETC.
- FIRE EXTINGUISHERS AND SMOKE DETECTORS (IF INDOORS)
- SAFETY CONES OR BARRIERS FOR OUTDOOR EVENTS
- FLASHLIGHTS OR EMERGENCY LIGHTING
- WET WIPES OR HAND SANITIZER STATIONS

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CONCISED ON-SITE

Events CHECK LIST

CLEARLY MARKED SIGNAGE:

- ENSURE VISIBLE SIGNAGE GUIDES ATTENDEES TO KEY AREAS

EFFICIENT REGISTRATION PROCESS:

- SET UP MULTIPLE REGISTRATION POINTS

COMFORTABLE NETWORKING SPACES:

- DESIGNATE COMFORTABLE AREAS FOR NETWORKING
- PROVIDE SEATING, CHARGING STATIONS, AND REFRESHMENTS

CLEAR SESSION SCHEDULE:

- DISPLAY SCHEDULE PROMINENTLY

ACCESSIBLE AMENITIES:

- ENSURE ACCESSIBILITY OF AMENITIES

RESPONSIVE STAFF AND VOLUNTEERS:

- TRAIN STAFF TO BE PROACTIVE AND APPROACHABLE

EFFICIENT CROWD MANAGEMENT:

- IMPLEMENT STRATEGIES TO PREVENT OVERCROWDING
- MONITOR TRAFFIC FLOW AND ADJUST STAFFING ACCORDINGLY

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DECORATIONS AND AMBIANCE

Events CHECK LIST

- TABLECLOTHS, LINENS, AND NAPKINS
- CENTERPIECES OR FLORAL ARRANGEMENTS
- BALLOONS, BANNERS, OR STREAMERS
- LIGHTING EQUIPMENT (SPOTLIGHTS, STRING LIGHTS, ETC.)
- PROPS OR THEMED DECORATIONS
- EXTENSION CORDS AND POWER STRIPS

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UNDERSTANDING AN EVENT

Events CHECK LIST

EVENT DETAILS:

- PURPOSE
- TYPE
- DATE
- TIME
- EXPECTED ATTENDANCE
- TARGET AUDIENCE
- THEME
- VENUE PREFERENCE

BUDGET AND FINANCIALS:

- BUDGET, CONSTRAINTS
- COST-SAVING AREAS

EVENT REQUIREMENTS:

- KEY ACTIVITIES
- ENTERTAINMENT
- TECHNICAL NEEDS
- CATERING PREFERENCES
- BRANDING/MATERIALS

CLIENT EXPECTATIONS:

- EVENT ATMOSPHERE
- GUEST EXPERIENCE
- END GOALS
- PAST CONCERNS

TIMELINE AND LOGISTICS:

- PLANNING TIMELINE
- MILESTONES
- COMMUNICATION PREFERENCES
- LOGISTICAL CONSIDERATIONS

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STAYING IN TREND [NEEDS]

Events CHECK LIST

- ITEMS CRITICAL FOR EVENT SETUP AND EXECUTION, SUCH AS TABLES, CHAIRS, SIGNAGE, AND EQUIPMENT
- FUNCTIONAL DECOR: DECORATIVE ELEMENTS THAT SERVE A PRACTICAL PURPOSE, SUCH AS LIGHTING, TABLEWARE, AND LINENS
- SAFETY EQUIPMENT: NECESSARY SAFETY SUPPLIES LIKE FIRE EXTINGUISHERS, FIRST AID KITS, AND CROWD CONTROL BARRIERS
- QUALITY CATERING: FOOD AND BEVERAGE OPTIONS THAT MEET DIETARY NEEDS AND ENHANCE GUEST EXPERIENCE
- PROFESSIONAL SERVICES: SERVICES ESSENTIAL FOR EVENT SUCCESS, SUCH AS VENUE RENTAL, SECURITY, PHOTOGRAPHY/VIDEOGRAPHY AND AUDIO-VISUAL SUPPORT

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STAYING IN TREND [NOT NEEDED]

Events CHECK LIST

- FAD DECOR ITEMS: DECORATIONS OR THEMES THAT ARE TRENDY BUT DO NOT ALIGN WITH THE EVENT'S PURPOSE OR AUDIENCE
- EXTRAVAGANT EXTRAS: LUXURIOUS OR EXCESSIVE ADDITIONS THAT ADD LITTLE VALUE TO THE EVENT EXPERIENCE
- GIMMICKY GADGETS: TECHNOLOGICAL GADGETS OR NOVELTIES THAT MAY SEEM TRENDY BUT LACK PRACTICAL USE OR RELEVANCE
- OVERPRICED ENTERTAINMENT: ENTERTAINMENT OPTIONS THAT ARE COSTLY BUT DO NOT SIGNIFICANTLY ENHANCE THE EVENT'S ATMOSPHERE OR ENGAGEMENT
- FASHIONABLE FAVORS: FAVORS OR GIVEAWAYS THAT ARE TRENDY BUT MAY NOT BE APPRECIATED OR REMEMBERED BY ATTENDEES
- EXCESSIVE BRANDING: BRANDING MATERIALS OR MERCHANDISE THAT OVERSHADOW THE EVENT'S PURPOSE OR MESSAGE.

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DIY: LOGISTICS

Events CHECK LIST

- AUDIO-VISUAL EQUIPMENT
- LIGHTING EQUIPMENT
- STAGE AND PODIUM
- FURNITURE
- DECORATIONS
- CATERING EQUIPMENT REFRESHMENTS
- REGISTRATION AREA SUPPLIES
- MISCELLANEOUS

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DIY: COLLETRALS

Events CHECK LIST

- EVENT INVITATIONS
- SAVE THE DATE CARDS
- EVENT PROGRAM
- NAME BADGES OR TAGS
- EVENT SIGNAGE
- BRANDED MATERIALS
- EVENT BROCHURES OR FLYERS
- PRESENTATION MATERIALS
- EVENT MENUS
- EVENT TICKETS OR PASSES
- PROMOTIONAL MATERIALS
- FEEDBACK FORMS
- THANK YOU NOTES
- MEDIA KITS
- PRESS RELEASES
- SOCIAL MEDIA GRAPHICS
- EVENT WEBSITE OR LANDING PAGE
- POST-EVENT REPORTS
- CERTIFICATES OR AWARDS

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DIY: ARTISTS AND ENTERTAINMENT

Events CHECK LIST

- KEYNOTE SPEAKER
- LIVE BAND OR MUSICIAN
- EMCEE
- DJ
- MAGICIAN OR MENTALIST
- CARICATURE ARTIST
- CORPORATE COMEDIAN
- DANCE PERFORMANCE
- PHOTO BOOTH
- TEAM BUILDING ACTIVITY FACILITATOR
- VIRTUAL REALITY EXPERIENCE

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SUSTAINABILITY IN EVENTS [PRE EVENTS]

Events CHECK LIST

- SUSTAINABILITY GOALS:
 - IDENTIFY SPECIFIC SUSTAINABILITY OBJECTIVES FOR THE EVENT, SUCH AS REDUCING WASTE, MINIMIZING CARBON FOOTPRINT, OR PROMOTING ECO-FRIENDLY PRACTICES.

- CHOOING A SUSTAINABLE VENUE
 - IDENTIFY VENUE WITH GREEN CERTIFICATIONS, RENEWABLE ENERGY SOURCES, AND WASTE MANAGEMENT PRACTICES IN PLACE

- ECO-FRIENDLY TRANSPORTATION:
 - ENCOURAGE ATTENDEES TO CARPOOL, USE PUBLIC TRANSPORTATION, OR PROVIDE SHUTTLE SERVICES TO REDUCE EMISSIONS

- DIGITAL COMMUNICATION:
 - UTILIZE DIGITAL INVITATIONS, EVENT WEBSITES, AND MOBILE APPS TO MINIMIZE PAPER USAGE AND WASTE

- SUSTAINABLE CATERING:
 - MINIMIZE SINGLE-USE PLASTICS AND OPT FOR COMPOSTABLE OR REUSABLE SERVINGWARE.
 - OFFER VEGETARIAN OR VEGAN MENU OPTIONS TO REDUCE THE EVENT'S CARBON FOOTPRINT

- WASTE REDUCTION STRATEGIES:
 - IMPLEMENT RECYCLING AND COMPOSTING STATIONS THROUGHOUT THE VENUE.
 - MINIMIZE PRINTED MATERIALS AND PROVIDE DIGITAL ALTERNATIVES.
 - USE ELECTRONIC REGISTRATION AND TICKETING SYSTEMS.

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ON SITE

SUSTAINABILITY IN EVENTS [ON-SITE]

Events CHECK LIST

- ENERGY EFFICIENCY:
 - OPTIMIZE LIGHTING AND TEMPERATURE SETTINGS TO CONSERVE ENERGY.
 - USE ENERGY-EFFICIENT EQUIPMENT AND APPLIANCES.

- WATER CONSERVATION:
 - PROVIDE WATER STATIONS WITH REUSABLE CUPS OR BOTTLES INSTEAD OF SINGLE-USE PLASTIC BOTTLES.
 - ENCOURAGE ATTENDEES TO CONSERVE WATER USAGE.

- SUSTAINABLE DECORATIONS:
 - USE RECYCLED OR UPCYCLED OR RENTED MATERIALS FOR DECORATIONS.
 - INCORPORATE LIVE PLANTS OR POTTED FLOWERS AS DECOR ITEMS.

- GREEN EXHIBITORS AND VENDORS:
 - PARTNER WITH VENDORS AND EXHIBITORS WHO FOLLOW SUSTAINABLE PRACTICES AND OFFER ECO-FRIENDLY PRODUCTS.

- CARBON OFFSETTING:
 - CALCULATE THE EVENT'S CARBON FOOTPRINT AND INVEST IN CARBON OFFSET PROJECTS TO MITIGATE ENVIRONMENTAL IMPACT.

- EDUCATIONAL WORKSHOPS AND PANELS:
 - HOST SESSIONS ON SUSTAINABILITY TOPICS TO EDUCATE AND INSPIRE ATTENDEES TO ADOPT ECO-FRIENDLY PRACTICES.

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POST EVENT

SUSTAINABILITY IN EVENTS [POST EVENT]

Events CHECK LIST

☐ WASTE MANAGEMENT AND CLEANUP:

- ENSURE PROPER DISPOSAL OF WASTE, RECYCLING, AND COMPOSTING AFTER THE EVENT.
- CONDUCT A POST-EVENT WASTE AUDIT TO EVALUATE EFFECTIVENESS AND IDENTIFY AREAS FOR IMPROVEMENT.

☐ FEEDBACK AND EVALUATION:

- COLLECT FEEDBACK FROM ATTENDEES REGARDING THE SUSTAINABILITY INITIATIVES IMPLEMENTED.
- EVALUATE THE SUCCESS OF SUSTAINABILITY GOALS AND IDENTIFY OPPORTUNITIES FOR FUTURE IMPROVEMENTS.

☐ COMMUNITY ENGAGEMENT:

- SHARE EVENT HIGHLIGHTS AND SUSTAINABILITY ACHIEVEMENTS WITH THE COMMUNITY TO INSPIRE FURTHER ACTION.

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