

**YOUR ULTIMATE GUIDE TO
SEAMLESS EVENT PLANNING!**



PRE EVENT CHECKLIST

FOR PROFESSIONAL EVENT MANAGEMENT SERVICES, CONTACT US AT:



+65 87930476



ENQUIRIES@THEMEETUPSG.COM



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Events

COMPREHENSIVE CHECK LIST

DEFINE OBJECTIVES

- SET CLEAR GOALS & PURPOSE.

BUDGET & TIMELINE

- ESTABLISH FINANCIAL LIMITS & KEY DEADLINES.

VENUE & DATE

- SECURE A SUITABLE LOCATION & SCHEDULE.

CONCEPT & THEME

- DEVELOP A COMPELLING EVENT VISION.

EVENT SCHEDULE

- OUTLINE SESSIONS & ACTIVITIES.

SUPPLIERS & VENDORS

- CONFIRM CONTRACTS & SERVICES.

LOGISTICS & SETUP

- PLAN TRANSPORTATION, SEATING & EQUIPMENT.

MARKETING & REGISTRATION

- PROMOTE & MANAGE ATTENDEE SIGN-UPS.

EVENT MATERIALS & SIGNAGE

- PREPARE BRANDING & INFORMATIONAL ITEMS.

ON-SITE EXECUTION

- ASSIGN ROLES & OVERSEE EVENT OPERATIONS.

POST-EVENT EVALUATION

- GATHER FEEDBACK & ASSESS SUCCESS.

Events

PRE-EVENT CHECK LIST

REGISTRATION SUPPLIES:

- CHECK-IN SHEETS / DIGITAL DEVICES FOR REGISTRATION
- NAME BADGES, LANYARDS & HOLDERS
PENS, MARKERS, & STICKY NOTES
- EVENT TICKETS/PASSES (IF APPLICABLE)
- REGISTRATION TABLE, CHAIRS & DECORATION

EVENT ESSENTIALS:

- LINENS & TABLEWARE (TABLECLOTHS, LINENS, AND NAPKINS)
- DECOR & ACCENTS (CENTERPIECES, FLORAL ARRANGEMENTS, BALLOONS, BANNERS, STREAMERS, & THEMED PROPS)
- LIGHTING (SPOTLIGHTS, STRING LIGHTS)
- UTILITIES (EXTENSION CORDS & POWER STRIPS)

AUDIO - VISUAL & STAGE SETUP:

- MICROPHONES, SPEAKERS, PROJECTORS
- SPOTLIGHTS, STRING LIGHTS, AMBIENT LIGHTING
- PODIUM, BACKDROPS, STAGING MATERIALS
- FURNITURE (CHAIRS, TABLES, LOUNGE SEATING)

Events

PRE-EVENT CHECK LIST

ENTERTAINMENT & ENGAGEMENT:

- EMCEE & KEYNOTE SPEAKER
- DJ, LIVE BAND, MAGICIANS, COMEDIANS & DANCE PERFORMANCES
- PHOTO BOOTH, VR EXPERIENCES, TEAM ACTIVITIES

MISCELLANEOUS ITEMS:

- LAPTOP AND CHARGER, EXTENSION CORDS & POWER STRIPS
- SIGNAGE & BANNERS
- EVENT AGENDA/SCHEDULE
- FLOOR PLAN/LAYOUT OF THE EVENT SPACE

FIRST AID KIT:

- BASIC MEDICAL SUPPLIES (BAND-AIDS, ANTISEPTIC WIPES, PAIN RELIEVERS)
- EMERGENCY CONTACT LIST
- EVENT PERMITS/LICENSES (IF REQUIRED)
- CONTACT LIST OF KEY PERSONNEL & VENDORS

CATERING & REFRESHMENTS:

- SERVING TRAYS & CUTLERY
- BEVERAGE STATIONS
- COCKTAIL & BUFFET TABLE

Events

PREPARATION CHECK LIST

EVENT OVERVIEW:

- EVENT NAME, DATE, TIME, VENUE, EXPECTED ATTENDANCE, BUDGET, THEME

TASK & BUDGET MANAGEMENT:

- TASK ASSIGNMENTS, DEADLINES, PRIORITY
- LEVELS ESTIMATED VS. ACTUAL COSTS, VARIANCE TRACKING

EMERGENCY & RISK MANAGEMENT:

- CONTACT NUMBERS, EVACUATION PLANS, FIRST-AID KITS
- SAFETY INSTRUCTIONS & BACKUP STRATEGIES

EVENT SCHEDULE & EXECUTION:

- SESSION TIMELINE, LOCATIONS, SPEAKERS
- MARKETING PLAN (SOCIAL MEDIA, EMAILS, PRINTS)

VENDOR & LOGISTICS:


- VENDOR CONTACTS, SERVICES, CONTRACT DETAILS

**THE ESSENTIAL FOR FLAWLESS
ONSITE EXECUTION!**




ON-SITE CHECKLIST

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ON-SITE CHECK LIST

CLEAR SIGNAGE:

- GUIDE ATTENDEES EFFORTLESSLY TO KEY AREAS

EFFICIENT REGISTRATION:

- MULTIPLE CHECK-IN POINTS FOR SMOOTH ENTRY

COMFORTABLE NETWORKING AREAS:

- SEATING, CHARGING STATIONS & REFRESHMENTS

VISIBLE SESSION SCHEDULE:

- DISPLAYED PROMINENTLY FOR EASY ACCESS

ACCESSIBLE AMENITIES:

- ENSURE INCLUSIVITY FOR ALL ATTENDEE

TRAINED STAFF & VOLUNTEERS:

- PROACTIVE, FRIENDLY, & RESPONSIVE

CROWD MANAGEMENT:

- PREVENT CONGESTION & ADJUST STAFFING AS NEEDED

BACKUP PLANS:

- CONTINGENCY PLANS FOR TECH FAILURES, WEATHER DISRUPTIONS / SPEAKER CANCELLATIONS

FEEDBACK COLLECTION:


- LIVE POLLS, QR-CODED SURVEYS, & POST-EVENT EVALUATION FORMS

**THE ULTIMATE POST-EVENT
REVIEW CHECKLIST!**




POST EVENT

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POST-EVENT CHECK LIST

POST-EVENT EVALUATION

- OBJECTIVES MET?, ATTENDEE FEEDBACK, VENDOR PERFORMANCE
- BUDGET ANALYSIS, LESSONS LEARNED, AREAS FOR IMPROVEMENT

FINANCIAL & REPORTING

- REVIEW BUDGET VS. ACTUAL EXPENSES
- PROCESS FINAL VENDOR PAYMENTS & INVOICES

CONTENT & MEDIA

- SHARE EVENT HIGHLIGHTS, PHOTOS, & VIDEOS
- POST-EVENT PRESS RELEASE & SOCIAL MEDIA UPDATES

SPONSORSHIP & PARTNERSHIPS

- THANK SPONSORS & PARTNERS (EMAILS, SHOUTOUTS)
- PROVIDE POST-EVENT REPORTS & ROI ANALYSIS

CLEANUP & LOGISTICS

- ENSURE VENUE IS CLEARED & RENTALS ARE RETURNED
- ACCOUNT FOR ALL EVENT ASSETS & LOST ITEMS

TEAM APPRECIATION


- ACKNOWLEDGE STAFF & VOLUNTEERS FOR THEIR EFFORTS
- CONDUCT AN INTERNAL DEBRIEF & LESSONS LEARNED

**GREENER EVENTS,
GRAND EXPERIENCES!**




SUSTAINABILITY CHECKLIST

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SUSTAINABILITY CHECK LIST

SUSTAINABILITY GOALS & STRATEGY:

- SET OBJECTIVES LIKE WASTE REDUCTION, CARBON FOOTPRINT MINIMIZATION, & ECO-FRIENDLY INITIATIVES.
- GATHER ATTENDEE FEEDBACK TO ASSESS SUCCESS & REFINE FUTURE SUSTAINABILITY EFFORTS.

GREEN VENUE & ENERGY EFFICIENCY:

- CHOOSE VENUES WITH GREEN CERTIFICATIONS, RENEWABLE ENERGY & WASTE MANAGEMENT SYSTEMS.
- OPTIMIZE LIGHTING, TEMPERATURE SETTINGS, & USE ENERGY-EFFICIENT APPLIANCES.

DIGITAL & PAPERLESS COMMUNICATION:

- USE E-INVITES, EVENT WEBSITES, & MOBILE APPS TO MINIMIZE PAPER WASTE.
- IMPLEMENT DIGITAL TICKETING & REGISTRATION.

SUSTAINABLE CATERING & WATER CONSERVATION

- OPT FOR COMPOSTABLE/REUSABLE SERVEWARE.
- OFFER PLANT-BASED MENU OPTIONS TO LOWER THE
- EVENT'S CARBON FOOTPRINT.
- PROVIDE WATER STATIONS WITH REUSABLE CUPS
- INSTEAD OF SINGLE-USE PLASTIC BOTTLES.

Events **SUSTAINABILITY CHECK LIST**

WASTE REDUCTION & CLEANUP

- SET UP RECYCLING AND COMPOSTING STATIONS.
- CONDUCT A POST-EVENT WASTE AUDIT TO IMPROVE FUTURE SUSTAINABILITY.

SUSTAINABLE DECOR & GREEN VENDORS

- USE RENTED, RECYCLED / UPCYCLED MATERIALS; INCORPORATE LIVE PLANTS AS DÉCOR.
- PARTNER WITH VENDORS OFFERING ECO-FRIENDLY PRODUCTS & SUSTAINABLE PRACTICES.

CARBON OFFSETTING & COMMUNITY ENGAGEMENT

- MEASURE & OFFSET THE EVENT'S CARBON FOOTPRINT THROUGH ENVIRONMENTAL PROJECTS.
- SHARE SUSTAINABILITY HIGHLIGHTS TO INSPIRE CONTINUED ACTION.

EDUCATION & AWARENESS

- HOST WORKSHOPS OR PANELS ON SUSTAINABILITY TO ENCOURAGE ECO-FRIENDLY HABITS.