

Event: _____

Date: _____ Time: _____

Take list

- Event file
(including room and catering confirmations)
- Event agenda
- Signage
- Programs
- Name tags
- Chair tags
- Reserved signs
- Awards
- Necessities kit
(e.g., Band-Aids, safety pins, bobby pins,
pens, Post-its, stain stick)

Day-of agenda

2–3 hours prior (depends on scale of the event)

- Arrive on site
- Touch base with venue and catering staff
- Review room and registration table setup
- Place name tags at registration table
- Place chair tags and/or reserved signs
- Test AV equipment
- Place items at podium
(e.g., script, water, pens, lozenges)
- Place printed programs at entrances
- Confirm signage will be out (if venue provides)
or place yourself

30–60 minutes prior

- Volunteers arrive
- Volunteer briefing
- Unlock doors
- Greet speakers and honorees
- Show them where they are seated
- Discuss final details/changes
- Make final script changes

Event start time

- Cue emcee to begin
- Assist catering and venue staff as needed;
cue for lights, food, etc.

After event

- Pack items. Ensure none of your or your guests'
belongings are left behind
- Thank venue and catering staff
- Take extra programs in case those who could
not attend request one later

