

Networking Events

Logistic Checklist

Venue & Setup

- Venue confirmed (address, contact person, access times)
- Capacity checked (\approx 50 participants)
- Furniture arranged (chairs, registration desk)
- Stage / presentation area defined
- Lighting checked at event time (avoid glare / dark spots)
- Ventilation / heating / air conditioning tested
- Storage space for catering & materials available
- Emergency exits and signage visible

Technical Equipment

- Projector or screen tested
- HDMI / USB-C adapters available
- Laptop for presentations prepared
- Sound system & microphones (2 handheld) tested
- Clicker / remote / timer ready
- Internet connection verified (Wi-Fi password known)
- Technical support person briefed and on site

Catering & Drinks

- Snacks ordered (\approx 60–70 % of registrations)
- Vegetarian / vegan options ensured
- Drinks arranged (consumption-based billing if possible)
- Glasses / napkins / bins provided
- Delivery & pickup times confirmed
- Cleanup responsibilities clarified

Registration & On-Site Flow

- Eventbrite registration list printed / tablet ready
- Name badges or sign-in sheet prepared
- Welcome desk staffed 30 min before start
- Speaker arrival times confirmed
- Moderator briefed and schedule printed
- Direction signs from entrance to venue
- QR code for feedback form displayed

Communication & Materials

- Event signage / posters / roll-up ready
- Presentation slides collected from speakers
- Press photos consent clarified (GDPR)
- Social-media posts scheduled (before / during / after)
- Hashtags & partner tags prepared

After the Event

- Venue cleanup & equipment returned
- Catering invoice checked
- Photo selection for documentation
- Follow-up email to participants / partners
- Next event planning kick-off date set