

Planning an evening event

Please note:

This checklist assumes that you are planning an evening event to which a select group of participants has been invited and for which no participant fees will be charged.

Step 3:

Does everything fit together? Checking to ensure you've made the right decision.

- Coordinate the content and cost of the concept with your client/team. Do the concept and the elements you have researched match our framework of preconditions?
- Make a date for an on-site inspection of the possible event venue so that all the details can be thoroughly checked and confirmed.
- The most important partners must participate in the inspection of the venue.
- Date for the inspection/location check:
 - Parking opportunities?
 - Special bus drop-off points?
 - Facilities?
 - Are there possible problems that couldn't be seen before (pillars in the hall, layout, newness of the equipment, cleanliness etc.)?
 - Safety (fire protection, escape routes etc.)?
 - Barrier-free locations?
 - What is available (equipment, technology, stage)? What must be rented in addition in order to meet the requirements?
 - Where can the various services be positioned (registration, cloakroom, reception area, catering, buffet areas, stage, programme)?
 - Delivery area?
 - Smoking area?
 - Restrooms?

- Discuss the details of the event with the location operator, technology companies, outfitters etc.

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Masthead:

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