ORGANIZER RESOURCE

Planning Checklist

A simple timeline to help your event run smoothly from booking to show day.

6–8 Weeks Before

- [ ] Confirm keynote topic
- [ ] Schedule a planning call
- [ ] Share audience information and event goals
- [ ] Confirm presentation length

2–4 Weeks Before

- [ ] Finalize room setup
- [ ] Confirm AV requirements
- [ ] Send event agenda
- [ ] Share arrival, parking, and venue information

Week of Event

- [ ] Confirm attendee count
- [ ] Send final logistics
- [ ] Confirm primary event contact
- [ ] Test presentation and audio

Day of Event

- [ ] Presentation loaded and ready
- [ ] Microphone tested
- [ ] Water on stage
- [ ] Host has the Event Introduction
- [ ] Enjoy the keynote!