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|  | **EVENT WORK BREAKDOWN STRUCTURE** | | | | | | | | | | |  |
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|  |  | W1-W3 |  | W4-W6 |  | W7-W8 |  | W9-W10 |  | W11 |  |  |
|  |  | **Event Schedule** |  | **Logistics** |  | **Compliance** |  | **Volunteers and Sponsors** |  | **Post Event Wrapup** |  |  |
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|  |  | **1. Keep the schedule on your event website up-to-date.** In the days leading up to the event, small aspects of the event might change.  **2. Remind your speakers.** Remind each of your speakers the date and time of their talk several weeks before the event.  **3. Prepare for overcrowded sessions.** Check if your management platform enables you to set a capacity for each session, verify per-session tickets, and register attendees quickly and easily. |  | **4. Print a master sheet.** Contact information for all the vendors, Wi-Fi pass, and the event checklist.  **5. Test Wi-Fi stability.** Test during busy days.  **6. Collect food preferences.** Make great catering decisions.  **7. Have one person be responsible for lost & found.** Prepare a dedicated board or set up a desk.  **8. Have charging Stations.** Consider charging station options.  **9. Have a back-up plan to announce last-minute updates.** You will need an effective, easy-to-use mobile announcement tool.  **10. Prepare an emergency kit.** Scissors, pens, pencils, tape, notepad/loose paper, first aid kit. |  | **11. Consider Liability.** Check with your venue on procedures for this.  **12. Obtain music permits.** You have to purchase a license to play pre-recorded songs.  **13. Obtain alcohol licensing.** It usually takes about three weeks to get your application approved. |  | **14. Prepare water and snacks for volunteers.** help them recover and feel taken care of.  **15. Fast name badge generation for last minute or onsite registrants.** Have a quick and easy in-house tool to generate professional-looking name badges.  **16. Create buzz on social media.** Post your event updates and registration link regularly, at least once every two days once your event begins.  **17. Promote your sponsors.** Ask each sponsor if they have free giveaways or souvenirs with their company logos, and help announce it to your attendees. |  | **18. Collect enough event photos.** You need to include nice event photos in your event report to showcase the event’s success.  **19. Ensure nothing important was left behind at the venue.** Double-check to make sure that equipment isn’t left behind, like printers, cameras, laptops, charge cables, and expense receipts.  **20. Send thank you letters to speakers, volunteers, sponsors, and attendees.** Be sure to mention their contribution and your event’s success.  [**© TemplateLab.com**](https://templatelab.com/) |  |  |
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