|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | **EVENT WORK BREAKDOWN STRUCTURE** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |  |   |   |   |   |   |   |   |   |   |   |
|  |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | W1-W3 |   | W4-W6 |   | W7-W8 |   | W9-W10 |   | W11 |   |   |
|   |  | **Event Schedule** |  | **Logistics** |  | **Compliance** |  | **Volunteers and Sponsors** |  | **Post Event Wrapup** |  |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   | **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/) |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |