

## To-Do Checklist Event

Name of the Event: \_\_\_\_\_

Date: \_\_\_\_\_

Location of the Event: \_\_\_\_\_

Shift at the Booth: \_\_\_\_\_

Attendee       Speaker       Booth Personal       Booth Organizer       \_\_\_\_\_

Qty	Task / Item	done	comment
	<b>Booth:</b>		
___	Booth Table	___	_____
___	Chair	___	_____
___	Table Cloth	___	_____
___	Power Cord (s), 5m	___	_____
___	USB Charger with Cable	___	_____
___	_____	___	_____
___	_____	___	_____
___	_____	___	_____
	<b>Dresscode / Cloth:</b>		
___	Shirt	___	_____
___	Cap	___	_____
___	Shoes	___	_____
___	_____	___	_____
___	_____	___	_____
	<b>Marketing:</b>		
___	Flyer	___	_____
___	Poster	___	_____
___	Banner	___	_____
___	Pens	___	_____
___	Stickers	___	_____
___	Giveaway	___	_____
___	Raffle Prize	___	_____
___	_____	___	_____
___	_____	___	_____