# Badge Production

## Badge Production (Pre-Printing Badges)

### Badge Set-Up
- Obtain badge specs from the client
- Order badge stock, holders, ribbons, tickets, etc.
- Set up badge in registration system
- Test badges
- Have client approve badge tests

### Badge Verification
- Create email blast for attendee badge verification
- Have client approve content
- Send email blast to attendees requesting verification of badge information
- Receive changes via email/phone and make corrections in system

### Badge Processing
- Print badges
- Stuff badges
- Ship badges to event (or hand carry)