

Onsite Registration – Pre-Planning

Onsite Set-Up Preparations

- Diagram onsite registration area including set-up of computer/printer(s) for badge corrections, attendee check in, attendee walk-in processing, and staff/speaker registration
- Identify registration signage needs and provide to the client
- Handle pre-event arrangements for accepting payments on-site (i.e., obtaining cash bags, cash, receipts, etc.)
- Create onsite registration budget so client can approve anticipated costs

Onsite Computer Equipment Arrangements

- Work with meeting planner or venue contact on registration area computer needs
- Determine type of internet connection to be used at venue
- Determine number of computers, printers, and type of software needed
- Order equipment, internet hubs, and tech support
- Make arrangements for computer installation, network set-up, and software downloads
- Verify numbers one week prior and make changes to order if needed
- Ensure computer provider has communications with the venue to verify online arrangements
- Verify arrangements one week prior

On-site Staffing Arrangements:

- Outline staffing needs
- Create staffing matrix
- Determine whether we will use local Executiveevents staff, temps, client staff or volunteers
- Hire necessary staff in area
- Request event program from the client w/event specific info
- Create Staff Training Manual
- Verify staff 48 hours prior to event