

In-Person Events: Guest Questions

How will guests arrive at the event?

Where will they park?

How will they locate the check-in table?

Do they get a swag bag? Do they get it at check-in or later?

How will guests know where to go and what to do once they've checked in?

Are guests being fed at the event or should they plan to bring food?

How are guests going to make donations during the event?

In-Person Events: Sponsor Questions

When should sponsors arrive and set up a booth (if they get one)?

Is there a map that determines sponsor placement?

How will sponsors be highlighted during the event?

How can sponsors capture contact information of attendees?

Do sponsors need to bring anything to the event?

Are guests going to be directed to sponsors during the event?
How?

Are there speaking opportunities for sponsors during the event?

In-Person Events: Staff Questions

What roles are available at the event?

When do staffers need to arrive?

What lengths are the shifts?

Do staff members need to bring anything?

Who is going to train staff members on their jobs?

When are training sessions taking place?

Which staff are allowed to handle money at the event?

In-Person Events: Staff Questions

Who is each staffer's main point of contact during the event?

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How will staff be communicating during the event?

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Who will be in charge of transporting, setting up, and overseeing any electronics at the event?

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