DEMO DAY

Logistics Checklist

Use alongside your run of show as you finalize event day details.

Space and setup
□ Venue confirmed and booked
□ Space fits total headcount
□ Distinct station areas, adequate spacing
□ Tables and chairs confirmed
□ Floor plan sketched in advance
□ Accessibility needs considered

Signage and wayfinding
□ Welcome banner or entrance signage
□ Station signs with employer name
□ Directional signage between stations
□ Check-in table clearly marked

Audio and equiptment
□ Microphone and speakers, if needed
□ Power outlets confirmed per station
□ Extension cords or power strips on hand
□ Employer equipment needs confirmed

Food and refreshments
□ Breakfast or morning refreshments
□ Water or drinks available throughout
□ Shared meal or lunch, if included
□ Dietary restrictions considered

Check-in and materials
□ Passports printed and organized by color
□ Name tags or badges printed
□ Registration materials at check-in
□ Markers for filling in nametags
□ Pens or pencils available
□ Run of show print out for employers

Staffing needs
□ Staff assigned to check-in
□ Staff assigned to guide station transitions
□ Point of contact for employers on arrival
□ Someone assigned to welcome and closing
□ Someone assigned to exit survey guidance
□Plan for event clean up

Day before confirmations
□ Final participant headcount
□ Run of show shared with all participants
□ Test any relevant equipment
□ Confirm any relevant weather related contingencies if any part of event is outdoors
□ Back up plan for possible employer no-show