Last Minute Event Checklist

Planning an event can be stressful. Ease some of that stress by using our Event Checklist to provide your attendees with the best experience possible!



Feature	Comment
App Designer	☐ Make sure you clicked 'Published Changes' on the event home page ☐ Create a 'Check In' tile on the home page (if applicable) **Tip:** *Add additional URL or HTML tiles for Speaker, Sponsor, and Exhibitor specific content (i.e. Create a tile for Exhibitor set up and tear down instructions)*
Event	☐ Confirm your event is set to 'Active' within the admin console. ☐ Ensure the event roles (under the Event>Settings>Roles) match the home page tile roles. ☐ Make sure unique email addresses have been added for all users to ensure they can sign in to view logged in content. ☐ Ensure each tile on the home page has content residing behind it.
Roles	☐ Ensure the roles assigned to the event home page tiles match the event content roles under the Event>Settings>Roles.
Notifications	☐ Schedule notifications ahead of time for planned announcements and reminders. These notifications can be for planned breaks, meeting places, etc. Set them and forget them and they will go out automatically. ☐ Include 'Admins' role in the 'Recipients' list (under 'selected roles and users') so that all Admins receive all notifications. In addition, make sure all targeted recipient roles for each are properly set up. ☐ Make sure the Time Zone is properly set to the Time Zone of where your event will be.
Check-Ins	☐ Confirm the event check-ins are set to 'Active' and have the correct roles assigned to the 'Roles' that allow users to check-in to a particular session or activity. ☐ Ensure your check-ins have the correct time-zone, check-in window, and check-in method properly assigned.
Admin Users	☐ Make sure all Admins use their Admin email address to properly sign in.

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Speaker, Sponsor, and Exhibitor Content	☐ If you created content tiles specific to Speakers, Sponsors, or Exhibitors, make sure the assigned 'roles' for each tile is correct. ☐ Send all Speakers, Sponsors, and Exhibitors the URL to the event website (Settings> Client>Administrators' URL) to allow them to edit their own profile, company profile, product info, and add materials to sessions for Speakers.
Registration Data	☐ Ensure attendees are imported or syncing through your registration data integration. ☐ Make sure all email addresses are unique for all event Attendees and each contact under Speakers, Sponsors, and Exhibitors.
Event Feed	☐ Confirm the Event's Feed is configured correctly by going to Settings>News Feed within the event's admin tools and set the attributes to your event needs. ☐ Confirm the correct 'Roles' are assigned to the Feed tile in the App Designer (bottom of home page).
Event Website	☐ Customize the main landing page by going to Settings>Website. ☐ Customize the event specific landing page by going to the 'Description' field on the General tab within the event in the console. ☐ Send the event website URL (Settings>Client>Administrators URL) to all attendees, speakers, sponsors, and exhibitors so they can log in to add and edit their profiles.
Event Console Tabs	☐ Make sure each content tab in the Event console is utilized where possible and then published in the App Designer to provide rich content to all of your event attendees.
Does your app also include membership? Here's one more thing to check.	
App Designer	☐ Create a content tile on the Membership home page that links directly to a specific event or to event listing.

Need More Help? Check out our library of training videos that you can find by clicking on the "Training Videos" tab on the admin tools website home page.

If you need to speak with someone directly, you can contact your account manager at clientsuccess@mobileup.io in regards to ideas, content, or any of the items mentioned above.

If you are experiencing any technical issues related to product functionality, data integration, or issues while at an event, please contact support@mobileup.io.