

PE Host Pre-Event Checklist

Prepping for your Private Event

Every Private Event is a little different, so we recommend running through this entire checklist at least one full day prior to when you host!

Should you run into an item you can't identify or question you can't answer, reach out to Richard or Greg to get support. Thanks for being one of the best of the best!

<https://giphy.com/embed/DtLEOehAWfwiY>

via GIPHY

Pre-Event Checklist

☐

Have you hosted a Private Event in the last 30-days? If not, make sure to refresh yourself here on what's unique and cool and important for Private Event hosting.

☐

Confirm the day, date, and time of your event.

☐

Who is your day-of Client contact, and what is their phone number?

☐

Do you know how to get to the location and where to park? Do you know what time you have to leave in order to walk in and greet the contact on time?

☐

Have you opened and reviewed the materials on the device you are going to be using at the event? Are there any custom rounds for this client with words or names you should practice?

☐

Can you log into the PE app without issues?

☐

Do you have all necessary physical materials - PA, printed answer sheets and pens, PE app cards, and/or laptop or other device for displaying a slideshow?

☐

What is the dress code for this event? (If nothing is listed, assume Business Casual.)

☐

Do you have an appropriate playlist for this event? Do you know if you're even playing music at this event?

☐

Are there any special considerations, expectations, or obstacles that might complicate this event? Make sure to reach out if you need clarifications or support here!

☐

Are there any special things specific to this client that you have planned for this event? [examples]

Revision #1

Created 12 August 2024 14:57:44 by Brenna Proczko

Updated 12 August 2024 16:01:10 by Brenna Proczko