fizvizz

FREE CHECKLIST

The event check-in checklist.

Everything that makes a door fast, on one printable checklist: from the guest list two weeks out to the last late arrival.

Two weeks before

- [ ] **One guest list.** Merge registrations, speakers, sponsors and staff into one list.
- [ ] **Clean it.** Remove duplicates and fix typos in names and emails.
- [ ] **Agree the rules.** Decide what happens with plus-ones, substitutes and walk-ins.
- [ ] **Choose the scanners.** Name who scans at the desk, and give them the right role.

One week before

- [ ] **Send personal QR codes.** Put each guest's own check-in QR in their invitation email.
- [ ] **Plan for the peak.** Work out how many scanning points the busiest half hour needs. A self check-in kiosk counts as one.
- [ ] **Print the signs.** One instruction at eye level: "Have your QR ready".
- [ ] **Print a join QR.** For walk-ins, at a separate help lane.

The day before

- [ ] **Remind guests.** A short note on where to find their QR.
- [ ] **Charge everything.** Phones for scanning, plus a power bank per scanning point.
- [ ] **Brief the desk.** What each scan result means, and where problems go.

At the doors

- [ ] **Dry run.** Scan a few test codes before the doors open.
- [ ] **One queue per scanner.** Clearly marked, so people do not drift between lines.
- [ ] **A help lane.** For anyone not on the list, on a different email, or without their code: find them by name.
- [ ] **Read the result.** "Checked in": welcome them. "Already checked in": check the time. "Not on the list": help lane.
- [ ] **Watch the count.** Keep an eye on how many people are in for catering, seating and safety.