



Karstens

Conference Planning Checklist

A practical checklist for corporate conferences, training programs, workshops and business events.

Event name: _____	Event date: _____
Venue / city: _____	Expected delegates: _____

1. Pre-Conference Planning

- ☐ Define the event purpose and objectives
- ☐ Confirm target audience and delegate numbers
- ☐ Set budget and contingency allowance
- ☐ Create planning timeline and key milestones
- ☐ Assign project team responsibilities
- ☐ Prepare venue brief and requirements
- ☐ Confirm approval process and decision dates

2. Venue and Room Setup

- ☐ Choose convenient CBD location
- ☐ Inspect venue or complete virtual walkthrough
- ☐ Confirm room size and capacity by layout
- ☐ Select theatre, classroom, cabaret, boardroom or U-shape
- ☐ Confirm breakout spaces and delegate flow
- ☐ Check accessibility, lifts, bathrooms and signage
- ☐ Confirm onsite contact and setup support

3. AV, Wi-Fi and Hybrid

- ☐ Confirm screens, microphones and speakers
- ☐ Check presenter connections and laptop compatibility
- ☐ Confirm Wi-Fi speed and delegate capacity
- ☐ Plan Zoom, Teams or hybrid participation if required
- ☐ Confirm cameras, room microphones and remote Q&A
- ☐ Schedule presenter file and AV testing
- ☐ Prepare backup presentations and contingency plan

4. Catering and Delegate Comfort

- ☐ Confirm arrival coffee and registration refreshments
- ☐ Plan morning tea, lunch and afternoon tea
- ☐ Collect dietary requirements during registration
- ☐ Confirm menu, timing and final numbers
- ☐ Plan water, coffee, tea and refreshment access
- ☐ Check seating comfort, room temperature and lighting
- ☐ Allow enough break time for networking and reset



Karstens

Final Planning, Event Day and Review

Use this page during event week, on the day and after the event.

5. Registration and Communication

- ☐ Prepare invitations and registration form
- ☐ Collect dietary and accessibility requirements
- ☐ Send confirmation email with venue details
- ☐ Share agenda, start time, transport and parking information
- ☐ Prepare name badges, attendee list and delegate materials
- ☐ Confirm signage and registration desk location
- ☐ Brief registration team and onsite contacts

6. Event-Day Coordination

- ☐ Arrive early for room walkthrough
- ☐ Check room layout, signage and seating numbers
- ☐ Test AV, Wi-Fi, microphones and hybrid links
- ☐ Brief presenters on timing and handovers
- ☐ Monitor agenda timing and adjust if needed
- ☐ Coordinate catering delivery with the run sheet
- ☐ Stay visible and available for delegate support

7. Post-Event Review

- ☐ Collect delegate feedback
- ☐ Review attendance, no-shows and final numbers
- ☐ Check catering, AV and venue performance
- ☐ Reconcile budget and invoices
- ☐ Measure outcomes against event objectives
- ☐ Record improvements for next event
- ☐ Complete post-event debrief with venue contact

Planning a conference? Speak with Karstens about room setup, catering, AV, hybrid support and venue options.