

HYBRID EVENT MANAGEMENT CHECKLIST



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- ☐ 1) Define goals for onsite and virtual attendees.
 - ☐ 2) Map both attendee journeys.
 - ☐ 3) Confirm the registration process.
 - ☐ 4) Test dedicated internet and backup connectivity.
 - ☐ 5) Finalize cameras, audio, lighting, streaming, and recording.
 - ☐ 6) Assign a show caller and department lead.
 - ☐ 7) Build one master show flow.
 - ☐ 8) Collect and test presentations, videos, and graphics.
 - ☐ 9) Schedule remote-speaker technical checks.
 - ☐ 10) Plan engagement opportunities for both audiences.
 - ☐ 11) Confirm captions and accessibility requirements.
 - ☐ 12) Rehearse every speaker, transition, and technical cue.
 - ☐ 13) Document contingency plans.
 - ☐ 14) Distribute the final contact sheet.
 - ☐ 15) Confirm recording and on-demand deliverables.
 - ☐ 16) Define post-event reporting metrics.

“Great production starts with great people.”