



Host Survival Guide Checklist

- Establish event purpose & goals
- Identify success metrics
- Create lines of communication
- Develop event run of show
- Use good lighting and decor
- Stick to the agenda
- Move from table to table on the platform*
- Encourage participation during event
- Screen record and capture
- Use social media before, during and after
- Gather feedback and survey attendees
- Follow up with new connections