Event checklist

One page for hosts. Tick it together with us.

Title	
Host	
Date and time	
Expected guests	

Before you announce

- ☐ One sentence: why this event, why now, why here.
- ☐ The host: name and two or three sentences that someone without background understands.
- ☐ Date and time are final and in the studio calendar.
- ☐ The visual is ready. Ask us for the template.
- ☐ We have looked at the announcement together before it goes out.

What the announcement says

- ☐ Title: clear, no stack of buzzwords.
- ☐ Why: the one sentence from above.
- ☐ Who hosts: name and a bio sentence.
- ☐ What happens: what someone steps into when they come.
- ☐ Link or contact. No pressure to buy, no healing promises.

Before the day

- ☐ Usage agreement signed (2.2) or date confirmed.
- ☐ Registrations are listed.
- ☐ Material and food are organised.
- ☐ Photo notice for the entrance is ready. We provide it.
- ☐ Consent forms (5.1) are printed if you record.

On the day

- ☐ Check-in with the inventory list (1.1).
- ☐ Set-up done.
- ☐ Welcome and a short introduction.
- ☐ Photo notice hangs at the entrance.
- ☐ End at the agreed time, sound down to room volume.
- ☐ Room clean and furniture back in place.

Afterwards

- ☐ Check-out with the inventory list (1.1).
- ☐ Fee and deposit settled.
- ☐ Feedback to us: what worked, what we change.
- ☐ Pictures shared only with consent.