

## Sample Logistics Checklist for Kick-off Event

The following are logistics considerations for kick-off events. This list is not all-inclusive.

- Room flow.
- Equipment.
- Activities.
- Electrical requirement (determine voltage).
- Phone or computer connections.
- AV equipment.
- High ceilings or a noise barrier.
- Time of day and length.
- Tour/shift needs of timeframes when event will be held. Do multiple tours/shifts need to be overlapped to reach more employees? Will adequate parking be available? Will staff assisting with the event be available?
- Flow of people - Sometimes holding an event for a short period of time can generate as many people as a longer event, but the flow of people may be more manageable.
- Set-up and clean-up time.

