

# The checklist for a successful event:

## Essential additions and considerations from [aanmelder.nl](https://aanmelder.nl)

### Reception:

- Consider digitizing your event by using online registration and e-ticketing. This is not only eco-friendly but also speeds up the registration and check-in process for an efficient and pleasant experience.
- Opting for a digital check-in? Ensure all staff are fully informed about the technical aspects of check-in tablets and badge printers, so they are ready to assist immediately.
- Consider adding real-time reporting to measure attendance and audience interests directly, providing valuable insights for current and future events.

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### Personalization:

- Consider creating customized registration forms with specific questions for participants to streamline the registration process and avoid unnecessary queries.
- Use participant groups for personalized emails and offer specific sessions and activities based on their preferences.
- Use participant groups for badges with personalized information, such as names, organizations, and dietary preferences, for more relevance and interaction during the event, fostering a warm welcome and effective networking.
- Consider sending surveys after the event to gather feedback and discover opportunities for further personalization in future events.

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### Sustainability:

- Use digital tickets and QR codes on mobile devices for a paperless check-in, reducing the need for printed tickets and paper waste.
- Digitize your financial administration and save time and paper by using Event Management software and digital final invoices after ticket sales.

### Online & Hybrid:

- Offer various attendance options, such as “in-person” and “online,” so participants can indicate their preference based on availability or location.
  - Assist organizers by using Event Streaming to record physical sessions and workshops, making them available online for participants to view at a convenient time.
  - Provide an integrated Event Platform where online participants can watch live streams of sessions, workshops, or presentations and participate in the event from any location.
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### Networking:

- Enhance your networking experience with the use of the Prospector app. Make valuable connections and foster interaction, both physically and online.
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### Engagement:

- Offer an integrated live Q&A feature, allowing participants to ask questions to speakers and presenters during sessions. This promotes interaction and engagement with the content.
  - Organize polls and surveys during online sessions, allowing participants to respond immediately and provide feedback. This creates a sense of participation and provides organizers with valuable insights.
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### Evaluation:

- Gather specific feedback from participants with automated surveys, tailored to their needs and experiences.
  - Add customized questions to surveys and create participant groups for personalized communication based on attendance and workshops, to provide participants with an optimal experience.
  - Thank participants for their attendance and keep them informed of future events based on their feedback and interests, using Event Management.
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### AI:

- Accelerate your event organization with AI tools. Quickly create project management formats and generate visually appealing event websites, allowing you more time and creativity.
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