Registration, check-in and seating

07 · Logistics & Operations · about 11 minutes

RSVP tools, cut-offs, name tags, QR check-in, seating charts with dietary codes, and the 10% who show up unannounced.

Before you start

The event you are applying this to (real or the running gala example):

Date · guests · budget envelope:

Work through the objectives

1. Set RSVP cut-offs and chase

2. Run fast check-in

3. Build a seating chart with codes

Apply it: three decisions for your event

DECISION	WHAT YOU CHOSE AND WHY	OWNER / BY WHEN

Check your understanding

Final numbers to the venue are due

A seating chart should include

Answers are on the lesson page after you take the quiz.

One line to remember