

PRE-EVENT CHECKLIST

Before You Go Onsite

Your event is coming up. Your app is ready to go. But before you head onsite, review these key to-do's to ensure you get the most out of your EventMobi platform.



PROMOTION

- Download the app on you and your staff's devices
- Prep registration desk staff to direct people to the app or setup your own App Help Desk next to registration
- Include "How to Download the App" details on slides



TESTING AND TROUBLESHOOTING

- Review the [EventMobi Onsite Troubleshooting Guide](#)
- Keep WiFi information and passcodes handy
- Test the app on different devices (staff are great for this!)
- [Bookmark the EventMobi support FAQ website](#)
- Take the EventMobi support email and phone number onsite



ATTENDEES

- Ensure attendees have included a photo in their profile (this is important for networking during and post-event)
- Send a self-edit link to attendees reminding them to fill out their profile



SPEAKERS

- Check that all speakers have completed profiles
- Send a self-edit link to speakers reminding them to fill out their profile



GAMIFICATION*

- Write a script to introduce your game at the beginning of the event
- Test your game challenges to ensure codes work
- Hide or unhide game challenges in Game Settings



GROUP DISCUSSIONS

- Populate your Group Discussions topics
- Get the conversation started with staff, speakers, or influencers

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POLLING & SURVEYS

- Provide the Live Results link to the AV supplier pre-event (or onsite)
- Test your Live Polls and Results page



ALERTS

- Set up pre-scheduled alerts
- Create attendee groups should you wish to send separate alerts to separate groups (ie. VIPs)



NATIVE*

(available to download from the App Stores)



- Review [How to Access Your Mobile Event App](#) from App Stores
- Notify staff or print instructions to take onsite



ADDITIONAL USERS

- [Contact Support](#) to add additional users who may need to edit the app onsite

**Not all features are included in every package. If you're interested in adding these features to your EventMobi package, please contact your Customer Success Manager.*