

Event Day Playbook

Manick Bhan

We know event day can be fast-paced and stressful. This checklist is designed to simplify preparation and ensure a smooth, seamless experience for event organizers, the AV team, and the speaker.

Keynote

- Early access to the event space (separate from AV check)
- AV check for slides, audio, and microphone
- Lavalier or lightweight headset microphone (preferred)
- Internet connection tested (required for AI / platform examples)
- Confidence monitor or visible timer (preferred)
- Room-temperature water available pre- and post-presentation
- Plan agreed with AV team for recording and media asset delivery
- Speaker introduction reviewed with Manick or his team

**Workshop /
Breakout
Session**

- Screen or projector suitable for live demos
- Reliable internet connection
- Lavalier or headset microphone for Manick
- Optional handheld microphone for audience interaction
- Whiteboard or flipchart with large markers (if applicable)
- Table or high stool near the stage (optional)
- Room-temperature water available

**Fireside Chat /
Panel**

- Pre-planned discussion topics or guiding questions
- Lavalier or headset microphone
- Seating arranged for comfortable conversation
- Room-temperature water available

**Meet & Greet /
Networking
(If Applicable)**

- Designated area for photos or attendee interaction
- Clear timing and flow communicated to event staff
- Photographer or media contact identified in advance