



Ticketed (offline) Event Set-up Checklist

General Set Up

1. Event Name
2. URL
3. Code (for reporting)
4. Description
5. Call to Action buttons - Info & Register for event snippets

Entries & Fees

1. Open/closed
2. Entry type - RSVP, Ticketed, Registration
3. Tax receipt and accounting info

Event Pages

1. Homepage
2. Header style - offline event default is often best option
3. Content - create and style
4. System page - check headers and create as hero with copy such as Buy Tickets

Sign Up Form

1. Attendees - turn on fields required and decide what is to be mandatory
2. If additional fields are required - create webform and add in to Additional Fields
3. Turn personal donation options on/off
4. Waiver - add copy and turn on if required



Confirmation

1. Confirmation page - add copy or re-direct to a content landing page
2. Confirmation email - turn on, select template, add copy and personalisation

Social Sharing

1. Turn on social sharing - this is for sharing that the attendee is going to an event
2. Add in copy for Facebook and Twitter and email share

Tickets

1. Set the total number of tickets available (including tickets associated with tables)
2. Turn on the option to buy multiple ticket types if required
3. Create ticket package options
4. Ticket options can be as simple as 1 ticket is a seat, or as complex as you need to make your event a success

Tables

1. Enable tables if it's a tabled event
2. Add in your total number of tables - it's important for this to be correct from the start to ensure that the tables fill sequentially

Advanced Options

1. Custom Navigation - to keep participants within the event pages
2. Custom dollar handles - for the personal donation amounts
3. Waves - if your event has staggered start times