

DigiCollab Hackathon

- Pre-event checklist

Complete this checklist in the week leading up to the event. Assign each item to a responsible team member.

Event date: _____ **Location:** _____

Lead organiser: _____

1. Communications

Task	Responsible	Done ✓
Welcome pack sent to all participants 2 weeks before		<input type="checkbox"/>
Team assignments shared with icebreaker prompt 2 weeks before		<input type="checkbox"/>
Training sessions scheduled and invitations sent 2 weeks before		<input type="checkbox"/>
Code of Conduct sent as a separate document for formal acknowledgement 2 weeks before		<input type="checkbox"/>
Technology setup instructions distributed 1 week before		<input type="checkbox"/>
Pre-event survey sent and responses collected 1 week before		<input type="checkbox"/>
Reminder message sent for training sessions 1 week before		<input type="checkbox"/>
Final logistics confirmation sent 1 week before		<input type="checkbox"/>
Detailed schedule and venue information sent 3 days before		<input type="checkbox"/>
Day-before message sent with final logistics 1 day before		<input type="checkbox"/>
Emergency contact information shared with participants 1 day before		<input type="checkbox"/>
Morning-of welcome message sent Morning of event		<input type="checkbox"/>
All participant questions answered Ongoing		<input type="checkbox"/>

2. Participants

Task	Responsible	Done ✓
All accepted participants have confirmed attendance		<input type="checkbox"/>
Contact information collected for all participants		<input type="checkbox"/>
Dietary requirements documented and shared with catering		<input type="checkbox"/>
Accessibility accommodations arranged		<input type="checkbox"/>
Code of Conduct acknowledged by all participants		<input type="checkbox"/>
Team assignments finalised and communicated		<input type="checkbox"/>
Pre-event learning resources shared		<input type="checkbox"/>
Technology tested with each participant 1 week before		<input type="checkbox"/>

3. Logistics and materials

Task	Responsible	Done ✓
Venue confirmed and paid		<input type="checkbox"/>
Catering ordered including dietary accommodations		<input type="checkbox"/>
Name badges prepared with team colour coding		<input type="checkbox"/>
Welcome folders and printed handouts prepared		<input type="checkbox"/>
Team table numbers or signs printed		<input type="checkbox"/>
Notebooks, pens, Post-it notes, markers provided		<input type="checkbox"/>
Signage for venue printed and ready		<input type="checkbox"/>
Registration desk organised		<input type="checkbox"/>
Emergency supplies stocked		<input type="checkbox"/>
Parking or transport information confirmed and distributed		<input type="checkbox"/>

4. Technology

Task	Responsible	Done ✓
All platforms and tools selected and tested		<input type="checkbox"/>
Participant accounts created and access granted		<input type="checkbox"/>
Collaboration workspaces set up		<input type="checkbox"/>
Communication channels created		<input type="checkbox"/>
Challenge brief documents uploaded		<input type="checkbox"/>
Presentation templates shared		<input type="checkbox"/>
Internet speed tested at venue 1 week before		<input type="checkbox"/>
Projectors and displays tested 1-2 days before		<input type="checkbox"/>
Microphones and speakers tested 1-2 days before		<input type="checkbox"/>
Camera positioned and tested for hybrid events 1-2 days before		<input type="checkbox"/>
Power strips and charging stations positioned		<input type="checkbox"/>
Backup internet connection ready		<input type="checkbox"/>
Tech support plan and contact shared with team		<input type="checkbox"/>

5. Organising team

Task	Responsible	Done ✓
Full team briefing held with schedule walkthrough 1 day before		<input type="checkbox"/>
Day-of roles and positions assigned 1 day before		<input type="checkbox"/>
Contingency and emergency plans reviewed 1 day before		<input type="checkbox"/>
Mentors confirmed, briefed, and schedule shared See Section 2.1.7		<input type="checkbox"/>
Judges confirmed, briefed, and schedule shared See Section 2.1.8		<input type="checkbox"/>
Volunteers assigned to specific tasks		<input type="checkbox"/>
Emergency contacts shared with all team members		<input type="checkbox"/>
Backup facilitator identified		<input type="checkbox"/>