

# 5 Days to Event Checklist



Your event is just five days away! Here's a quick checklist to make sure your event is ready to go before the big day kicks off.

If you need any last-minute assistance with setup, speaker training or dedicated support, **[contact us about our services.](#)**

## REVIEW YOUR SETTINGS

- Event Privacy:** Who can view, login and access your event? [Understand your options.](#)
- Timezone:** The timezone you select will be the timezone your attendees see your event in and all emails will be sent in this timezone. [Learn more about timezone settings.](#)
- Video Privacy:** Make sure you know when, who and how attendees can view video streams to prevent attendee confusion during the event.

## PREVENT COMPLICATIONS

- Conflicts:** Speaker and venue conflicts are detected. [Find out how to review and resolve these.](#)
- Video URLs:** Have you included a link in the Video Stream field for every session? Quickly check by exporting [your schedule spreadsheet.](#)
- Duplicate Profiles:** If there are any profiles flagged with "Possible Dupe," [learn how to merge them.](#)
- Feedback:** Review our [step-by-step guide](#) to ensure you're collecting valuable insights from your attendees.

## PARTICIPANTS & STAKEHOLDERS

- Admins:** If you need extra support on your event days, you can [add as many admins as you'd like.](#)
- Messages:** Make sure attendees know how to access the event. [Share this short video walkthrough with them.](#)
- Speakers:** Don't spread yourself thin. Delegate and empower your speakers using [Speaker Tools.](#)

**Need Help?** [Contact us.](#) We can help you test your settings and answer any questions.

