



72 Hour Checklist For Events

Preparation is often the deciding factor between success and failure at an event. A solid preparation routine will help you overcome hurdles that can be encountered during an event.

If you have not completed our videos, or it has been a while, start watching them again.

Familiarity with the computer, software, and equipment is essential to a fully successful event.

- I. **Updates (Windows)** - Every Wednesday turn on booth, connect to Internet. Click on the Windows logo in the Taskbar. From the Start menu, click on the gear icon along the left side. The Settings window will open, click on Updates and Security. Choose the Check for Updates button. Let system download and start update process. Leave the window open. Check in the evening, if the button says Restart Now, click it. Let Windows finish update process (can take 10 minutes or 2 hours depending on the update).
- II. **Event verification** - Make sure that you have the right event selected. Double-check that the right print template and screen template are selected, verify all settings.
- III. **Supplies** - Do you have paper and ribbon? Props? Chairs? These should all be ready to go and placed together for loading on event day.
- IV. **Check equipment** - Do a sample photo session to test the templates, Darkroom, printer, lights. If unable to set up canopy, make sure the light unit is working and all bulbs work. If doing an open booth, check your backdrop kit and lights to make sure everything is in order and together for loading.
- V. **Verify Emergency Kit** - Is your emergency kit put together and in the booth? Make sure it is. If you have not put an emergency kit together before this, do so now. (You can find an emergency kit list download link on our podcast site under [Episode 003](#).)
- VI. **Spare/backup items** - If you have spare items (extra media, printer, camera, cables, etc...) make sure they are working and ready to go.
- VII. **Confirm details with venue** - Make sure to do this at least 48 hours before the event. Some venues will change your location within a building, or may have given you wrong information at first about outlets, space, traffic flow. Verify everything you can so that you can deal with changes before the event and not just before it begins.
- VIII. **Contact customer** - Verify ALL details of the event. A signed contract does not guarantee changes will not be made, expected, or attempted to the event. Ensuring that all details and expectations are understood will make for a smooth event.
- IX. **Make sure you have pertinent information written down** - The support site address, Darkroom's email for support, your Darkroom license key, any information that you might find helpful in getting through an event.