

CHECKLIST · SEMINAR

Seminar checklist.

From the first idea to the follow-up – every step for a seminar that runs smoothly.

SEMINAR

DATE

PARTICIPANTS

1 Goals & concept

3+ months before

- ☐ **Define the seminar's goal**
Knowledge transfer, strategy, team building?
- ☐ **Define the audience**
internal or external, numbers, prior knowledge
- ☐ **Set a rough budget**
with a 10–15 % buffer – the budget calculator helps
- ☐ **Choose the format**
half day, full day, several days with overnight stay
- ☐ **Assign responsibilities**
who organises, moderates, decides?

2 Date & venue

2–3 months before

- ☐ **Pick a preferred date and alternatives**
check holidays and school breaks
- ☐ **Narrow down the number of participants**
minimum and maximum for room planning
- ☐ **Search and enquire venues**
on justroom.at – direct and commission-free
- ☐ **Check room size and seating**
classroom, U-shape, boardroom, circle
- ☐ **Clarify AV and daylight**
projector, sound, Wi-Fi, blackout
- ☐ **Clarify travel and parking**
public transport, parking, EV charging
- ☐ **Compare offers and visit**
templates: comparison matrix & site visit questions
- ☐ **Book the venue in writing**
check option deadline, cancellation and minimum spend

3 Programme & content

4–8 weeks before

- ☐ **Create the agenda and run of show**
with buffer time – template: run of show
- ☐ **Confirm speakers or trainers**
fee, AV needs, travel
- ☐ **Prepare materials and presentations**
handouts, workbooks, slides
- ☐ **Plan group work**
reserve breakout rooms with the venue
- ☐ **Think about a side programme**
dinner, activity, guided tour
- ☐ **Data protection for photos and recordings**
obtain consent

4 Invitations & info

3–6 weeks before

- ☐ **Send invitations**
at least 3–4 weeks ahead
- ☐ **Set up registration and a deadline**
form or list
- ☐ **Keep the participant list**
update acceptances and cancellations
- ☐ **Ask for dietary needs**
vegetarian, vegan, allergies
- ☐ **Send the agenda in advance**
with travel and parking info
- ☐ **Send a reminder one week before**
with a contact for the day

5 Catering

2–3 weeks before

- ☐ **Decide on catering**
breakfast, breaks, lunch, dinner
- ☐ **Check the day delegate rate**
what is included, what costs extra?
- ☐ **Agree menu and break snacks**
light food keeps people focused
- ☐ **Pass special requests to the venue**
allergies, vegan, halal
- ☐ **Ensure drinks all day**
water, coffee, tea

6 Materials & AV

1 week before

- ☐ **Prepare name badges**
large and easy to read
- ☐ **Print materials or share them digitally**
QR code instead of paper
- ☐ **Pack the facilitation kit**
markers, cards, flipchart paper
- ☐ **Bring adapters and spare cables**
HDMI, USB-C, extension lead
- ☐ **Prepare a feedback form**
paper or online survey
- ☐ **Note the venue's emergency contact**
name and mobile number

7 On the day

The big day

- ☐ **Arrive early and check the room**
at least 60 minutes before
- ☐ **Test the AV**
projector, sound, Wi-Fi, slides
- ☐ **Staff reception and registration**
list, badges, cloakroom
- ☐ **Check in with the venue contact**
break times and headcount
- ☐ **Share the run of show with the team**
printed or on the phone

8 Follow-up

Up to 1 week after

- ☐ **Collect and evaluate feedback**
while impressions are fresh
- ☐ **Send minutes and materials**
within 2–3 days
- ☐ **Record to-dos and owners**
so the seminar has impact
- ☐ **Check the venue's invoice**
compare with offer and headcount
- ☐ **Say thank you**
to speakers, team and venue
- ☐ **Note lessons for next time**
what went well, what didn't?

NOTES

Still looking for the right seminar venue?

Over 100 event venues and seminar hotels across Austria – your enquiry goes straight to the venue, free and commission-free.

www.justroom.at/en/seminar-venues

