DataArt
Proggy-Buggy

The Proggy-Buggy Contest Venue Preparedness Checklist

№	Action	Obligatory	Optional
1.	The venue is clean and easily accessible (put directions signs if necessary).	■	
2.	You have the list of participants (digital or printed out) and are ready to register them.	■	
3.	The registration zone is ready for the meeting of participants, and badges are printed out.	■	
4.	The welcome tea/coffee zone is ready.		■
5.	Banners/rollups are placed at the venue.		■
6.	The technical check has been performed; video and audio equipment is ready for streaming (screen, projector, loudspeaker, Zoom link to communicate with the DataArt team).	■	
7.	The Internet connection is stable, and you have an emergency contact in case of technical issues.	■	
8.	You have wi-fi credentials and are ready to share them with participants.	■	
9.	You have a link to the contest platform and the YouTube link to start streaming.	■	
10.	Working places for participants are ready (tables, chairs, sockets).	■	
11.	All event staff are ready to conduct an event.	■	