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Steps to Setting Up Event Check-In Kiosks

First: Decide Your Check-In Location

After you've selected your venue, you'll need to develop a plan for your check-in kiosks. Take a look at your venue to find the best place for your kiosks. Remember that your check-in area will be your guests' first impression of your event, so you want to make it look good.



Next: Determine the Amount of Kiosks You'll Need

After selecting your check-in location, calculate the number of kiosks needed based on your attendee list size and the check-in process duration. Be sure to include extra kiosks for last-minute registrants and as backups to handle potential malfunctions, ensuring a smooth and efficient check-in experience.

Then: Verify with Your Software Provider

Next, it's time to confirm the details with your event check-in software provider. Do they provide their own kiosks? Do they provide tech support personnel? Ideally, you should find a software vendor that provides both. That way, there's much less for you to figure out—all you need to do is handle the details of the venue, and your provider can take care of the rest.



Last: Perform a Trial Run

To avoid any mishap, you'll want to send your kiosks through a trial run before check-in. Assign your tech personnel to their locations and send a small group of employees through a trial check-in. This will help you identify any potential problems with your kiosks, check-in software, badge printers, or general check-in setup.