

# Event Workforce Onboarding Checklist

## Pre-Boarding

- Contract signed, role confirmed
- Send welcome email with overview, mission and values
- Provide role description and expectations
- Complete work permit, visa and compliance documents
- Confirm travel arrangements and accommodation
- Share emergency contacts and H&S protocols
- Schedule pre-event briefing call

## Travel Preparations

- Finalise and send travel tickets
- Arrange and share airport pick-up details
- Send accommodation and check-in info
- Provide local etiquette and tips
- Review health requirements
- Share border / entry procedures and related documents
- Update and share arrivals report

## Arrival & Orientation

- Deliver welcome briefing
- Confirm event handbook received
- Provide info on communication tools and protocols
- Complete role-specific and H&S training
- Team and manager introductions
- Assign buddy/mentor for the first days
- Clarify reporting lines and main points of contact (POC)
- Explain and share code of conduct, ethics, payroll, IT, assets, social media and HR and any other relevant policies
- Deliver uniform, accreditation, required assets and tools

*PRO-TIP: Time to re-energise your teams for operational success; think of making the activities fun and engaging!*

## Operations Support

- Establish daily and weekly check-in structure
- Remind of issue escalation and POCs
- Send regular reminders of event schedules, operations, and other critical topics
- Reinforce cultural awareness guidelines
- Confirm weekly or monthly feedback/performance meetings
- Implement recognition and motivation practices (thank-yous, shoutouts, updates)

## Offboarding

- Review travel itineraries and changes
- Share any travel updates
- Conduct accommodation check-out
- Collect assets, tools and event materials
- Conduct exit surveys and feedback
- Provide certificate of participation
- Complete lessons learned register



# Thoughts & Considerations

A checklist is a valuable starting point. It keeps things organized and provides a clear pathway for integrating your teams with confidence and clarity.

Every activity should be intentional—crafted to create moments of pride, trust, connection, and genuine engagement. To achieve this, an in-depth understanding of both the organizational and workforce context is essential. This ensures that every step and piece of information supports each phase of the onboarding journey with purpose and precision.

At Globeyond, we specialize in designing onboarding programs that are relevant, empowering, and deeply meaningful, preparing your teams to perform at their best from day one and to be event-ready when operations begin.

Get in touch today for a complimentary assessment, and let's create a remarkable onboarding experience tailored to your organization's unique needs—one that inspires excellence, belonging, and long-term success.

