Event Preparation Checklist

First-time customers should start preparing <u>at least 6 weeks</u> prior to the Event.

Equipment & Networking

☐ **Tablets & PCs**

Required:
- A minimum of 1 PC dedicated to managing events
- Scoring Tablets, Mounting Hardware, Power Outlet (1 set per dartboard)

Optional:
- Tablets & Laptop(s) for Onsite Registration and Player Check-In
- Event Information Displays & Finals Stage (TVs, Monitors, Large Tablets)

☐ **WiFi Internet**
- Confirm the Venue WiFi for Reliability & Area Coverage (critical)
- Is a private, password-protected network available?
- Do you have a backup Hotspot for Control Desk / Registration?
- Review the DartConnect **WiFi Guide** for detailed recommendations

Training & Practice

☐ **Review Event Roles & Responsibilities**
See our website for a breakdown of key areas:
- Venue Preparation
- Registration & Player Check-In
- Control Desk: Bracket Operations
- Streaming & Finals Production

☐ **Practice & Training**
DartConnect provides the following tools to get your team up to speed:
- Digital Steel Certification (Self-Guided Basic Training)
- Free Custom Practice Tournament (Additional Practice & Event Simulation)
- **Training & Practice Reference Guide**

Get Started Now
Submit your event details (flier, website or document preferred) and
DC's Event Services team will follow up in 2-3 business days.

Event Request Form