



Event Checklist

A list of reminders for stores to look over in preparation for their event.



Introduction

We at LSS know how challenging events can be. To help stores with organizing their events, we have created this checklist with key items to be checked off when organizing a Flesh and Blood event. Thank you for your support of the Flesh and Blood organized play programme.



Event Checklist

Beginning Stage	Actions	✓
Accept the event invite	<ol style="list-style-type: none"> 1. Creating the event in GEM. <ol style="list-style-type: none"> a. Select the correct event. b. Set the correct format. c. Set the correct date (event sanctioning window). d. Set the event Name (store name/event name) 	
Open pre-registration	Allow players to register for your event.	
Confirm Shipping dates	After the sanctioning window has closed, contact your distributor and confirm that your kit and/or stock will arrive in time for your event.	
Planning stage		
Advertise your event	<ol style="list-style-type: none"> 1. Post on social media platforms/websites using the hashtags #fabtcg and the event hashtag e.g #fabproquest #fabskirmish #fabarmory 2. In-store promotion, e.g put signage up and tell EVERYONE (even the postman). 	
Organise staff	<ol style="list-style-type: none"> 1. Organise all necessary and required personnel for the event, e.g the T.O and JUDGES. 	
Prepare the Location	<ol style="list-style-type: none"> 1. Book venue (if required). 2. Furniture, e.g tables and chairs. 3. Layout configured e.g plenty of space for all players. 	
Day of Event		
Staff	Staff required for the event is present and aware of responsibilities.	
Player registrations	All registered players are present and decklists (if required)	
Event timetable	Communicate to players the schedule of the day	
During the event		
Hero data	Assign the right heroes to the players in GEM	
Submit event in GEM	Submitting your event in GEM = XP/ELO can be processed.	
After the event		
Complete the event Feedback Survey	An email will be sent to you following the completion of your event asking you to fill in the feedback form.	
Complete the coverage form	This form will give your store a chance to be featured in an article, promoting your community and store on our website.	

If any steps are unclear or you require clarification please contact op@fabtcg.com.