

# Quick checklist for preparing for your event



These important reminders will help you have a safe, socially responsible and enjoyable event.

**Check local guidelines and restrictions for your destinations.**

Travel and other restrictions can vary by area. Save yourself unpleasant surprises and delays by checking for restrictions that apply to your destination and anywhere you might stop along the way.

**For example:**

- Are quarantines required for incoming travelers from your area?
- Do you need any special documentation?
- Do you need vaccinations or medical testing?

**Pack a mask, or four!**

Depending on where your event is located, you may be required to wear masks during your trip or at your event. Pack a fresh mask for each day of your trip plus an extra or two in case something happens. You will likely want to wash your masks, so factor in drying time and carry an empty storage bag to hold your used masks.

**Keep hand sanitizer and hand wipes at the ready.**

60%—that's the minimum recommended alcohol content for hand sanitizer to be effective. Ensure you pack enough sanitizer and wipes for travel to and from your event. Have some on you at all times in case soap and water are not available for hand washing. If driving, disinfecting wipes are convenient if you need to stop for gas.

**Pack food for your journey.**

In some areas, restaurants and food outlets may have limited hours or availability. So, as a backup bring non-perishable food and snacks to keep you energized while traveling. If you are driving, pack your lunch and have a car picnic in a scenic spot on the way to your event.

**Download your transportation providers app.**

These apps often provide efficient and contactless options for check-in and security. So, if you are flying or traveling by train, instead of physically handing your boarding pass to security, you can have your phone scanned instead.

**Download the Hilton Honors App.**

Enjoy contactless check-in and check-out of your room plus many more benefits.

**Plan how you would like to network.**

Review your event materials to see if there are designated networking times or sign-ups. If not, consider using a networking app or updating your LinkedIn profile so you can easily connect with attendees at your venue, at another site or virtually.

