# evessio

## Go-live checklist

| | YES ✓ | NO ✗ |
|---|---|---|

### SETTINGS

| | YES | NO |
|---|---|---|
| Shortname | ☐ | ☐ |
| Dates | ☐ | ☐ |
| Country + Timezone | ☐ | ☐ |
| Google Analytics code | ☐ | ☐ |
| Event Contact | ☐ | ☐ |
| Variables **If your organisation records custom fields | ☐ | ☐ |

### CONTENT

| | YES | NO |
|---|---|---|
| Templates | ☐ | ☐ |
| Pages | ☐ | ☐ |
| Menus | ☐ | ☐ |

### AWARDS

| | YES | NO |
|---|---|---|
| Categories & Questions | ☐ | ☐ |
| Scoring for judging | ☐ | ☐ |
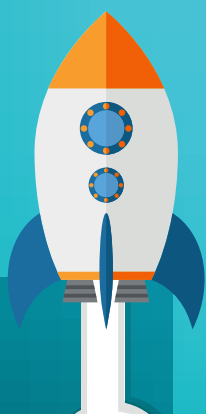
# Go-live checklist

## EXHIBITION

| | YES | NO |
|---|---|---|
| Import / Invite exhibitors | ☐ | ☐ |
| Exhibitor tasks | ☐ | ☐ |

## PRODUCTS

| | YES | NO |
|---|---|---|
| Create products and set prices, discounts | ☐ | ☐ |
| Create product pages | ☐ | ☐ |
| Forms | ☐ | ☐ |
| Product forms | ☐ | ☐ |
| Personal & Invoice details | ☐ | ☐ |
| Templates | ☐ | ☐ |
| Email templates | ☐ | ☐ |
| Paperwork templates | ☐ | ☐ |
| Payment Settings | ☐ | ☐ |
| Payment gateway | ☐ | ☐ |
| Transaction Prefix | ☐ | ☐ |
| VAT rules | ☐ | ☐ |
| Timezone | ☐ | ☐ |
| Currency | ☐ | ☐ |

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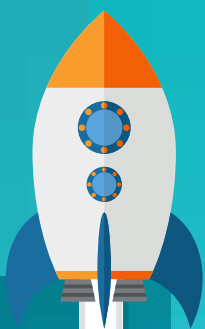
# Go-live checklist

## TEST

| | YES | NO |
|---|---|---|
| In "Test mode" | ☐ | ☐ |
| Create transactions | ☐ | ☐ |
| Validate paperwork and emails | ☐ | ☐ |
| View all content and validate links | ☐ | ☐ |

## FINAL ITEMS

| | YES | NO |
|---|---|---|
| Are all the different departments happy you are about to Publish this event website? | ☐ | ☐ |
| Check the TRANSACTION Prefix is correct | ☐ | ☐ |
| Set event custom domain | ☐ | ☐ |
| Strongly suggest SSL certificate* | ☐ | ☐ |

*Evessio can supply please contact for prices.

# Blast off

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