

Event Credential Order & Gate-Day Checklist

RFIDAK

Work back from doors-open. Six to eight weeks out is comfortable; three weeks out buys rush fees.

1 • Work-back timeline (doors-open date: _____)

- ☐ T-8 to -6 weeks: chip confirmed with access/cashless vendor; free samples tap-tested on the real readers
- ☐ T-6 weeks: artwork approved against the digital proof; tiers fixed (GA ____ VIP ____ staff ____ vendor ____)
- ☐ T-5 weeks: PO placed; production runs 7-15 business days after sign-off
- ☐ T-2 weeks: express freight (2-5 days) plus a customs buffer; delivery address and contact confirmed
- ☐ T-1 week: cartons received, counts checked against the packing list and UID export file

2 • Quantities and packaging

- ☐ Headcount _____ +3-5% overage ordered (lost bands, Friday-afternoon VIP additions) = total _____
- ☐ Packaging chosen: bulk cartons / individually bagged (mail-out) / factory pre-sorted by tier
- ☐ Sequential printed IDs on every band; UID export CSV received and loaded into the platform
- ☐ Pre-encoding done at the factory (chip data or NDEF), or UID-only pairing planned at the gate

3 • Gate-day kit — per entrance

- ☐ Carton of blank spare bands staged (the overage makes this possible)
- ☐ Printed sequential-ID to UID lookup sheet or device with the CSV loaded
- ☐ One supervisor device that can query the cashless/access backend directly
- ☐ 30-second recovery script agreed: look up guest -> issue spare -> re-pair UID -> queue keeps moving

4 • Fit and accessibility

- ☐ Child size (165 mm) stocked alongside adult (210 mm)
- ☐ Same-chip card or lanyard fallback reserved for prosthetics, medical devices, sensory needs

5 • After the event

- ☐ Silicone bands collected, sanitized, counted for re-issue; fabric bands leave as keepsakes
- ☐ Read-rate and failure notes recorded while fresh — they price the next order correctly
- ☐ Approved spec (chip + closure + artwork + packaging) filed for repeat-event replenishment