

Event Day Interpretation Success Checklist

This comprehensive checklist covers everything from initial planning through post-event follow-up, ensuring seamless interpretation at your multilingual events. The timeframes provided are based on industry best practices for optimal results but should be adjusted based on your specific event requirements.

Key considerations for customisation:

- Event complexity and size may require longer lead times
- Peak season bookings may need earlier vendor securing
- International events may require additional logistics coordination
- Budget approval processes may affect timeline feasibility

Use this as your strategic roadmap to transform interpretation from a potential stress point into a competitive advantage for your event's success.

2 Weeks Before Event

- ☐ Book interpreters in event hotel
- ☐ Brief all speakers about providing materials to interpreters
- ☐ Confirm booth positioning and technical requirements
- ☐ Establish interpreter liaison team member
- ☐ Review extended interpretation needs (pre-event, breaks, evening events)

1 Week Before Event

- ☐ Conduct venue walkthrough with interpretation team
- ☐ Test all interpretation equipment and backup systems
- ☐ Confirm security access procedures for interpreters
- ☐ Brief venue staff on interpreter requirements
- ☐ Establish emergency contact protocols

48 Hours Before Event

- ☐ Distribute final presentation materials to interpreters
- ☐ Confirm backup interpreter availability
- ☐ Review contingency plans for potential issues
- ☐ Brief interpreters on any last-minute program changes
- ☐ Verify interpreter transportation and accommodation

Event Day Morning

- ☐ Conduct team briefing with interpreters and key speakers
- ☐ Walk interpreters through venue layout and facilities
- ☐ Exchange emergency contact details
- ☐ Test interpretation equipment one final time
- ☐ Assign quality monitoring responsibilities

During Event

- ☐ Monitor interpretation quality discreetly
- ☐ Facilitate speaker-interpreter communication during breaks
- ☐ Keep interpreters informed of schedule changes
- ☐ Ensure adequate refreshments and break facilities
- ☐ Address technical issues immediately

Post-Event (Within 48 Hours)

- ☐ Gather feedback from interpretation team
- ☐ Survey multilingual attendees on interpretation quality
- ☐ Collect speaker feedback on interpreter interaction
- ☐ Document lessons learned for future events
- ☐ Follow up on any outstanding issues

Emergency Procedures

- ☐ Interpreter illness backup plan activated
- ☐ Technical failure response protocol
- ☐ Schedule change communication system
- ☐ Quality issue escalation procedure
- ☐ Emergency contact tree established