

Badge Printing and Access Control Runbook

Zlicc planning checklist

- Freeze attendee categories, badge fields, lanyard logic and print stock.
- Plan QR or RFID check-in counters and exception desk ownership.
- Define zone, session, F&B, goodie or VIP entitlement checks.
- Prepare staff scanning scripts and escalation paths.
- Export attendance, access and lead reports after the event.

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