



Badge Printing Checklist

Print with confidence and avoid last-minute badge issues

Use this quick checklist before printing your badges to catch common problems early and keep event-day pickup running smoothly.

BADGE DATA CHECK

- Names are spelled correctly
- First and last names are in separate fields
- Company and title fields are clean and consistent
- Badge types or attendee groups are clearly assigned
- No broken, blank, or unexpected fields appear in the file

LAYOUT CHECK

- The correct badge size or template is selected
- Badge orientation is confirmed: vertical or horizontal
- Front and back layouts are finalized, if applicable
- Attendee name is the most prominent element
- Font sizes are readable at actual print size
- Important content is not too close to the edge
- Logos and graphics appear sharp and balanced
- QR codes are included only where needed and sized clearly

PRINT SETUP CHECK

- The correct badge stock or insert sheets are loaded
- The PDF is opened in a dedicated PDF app
- Print scale is set to Actual Size or 100%
- Fit to page or automatic scaling is turned off
- Printer page size matches the badge sheet format
- Print quality settings are selected appropriately
- Sheets are loaded in the correct tray and orientation

TEST PRINT CHECK

- | | |
|---|--|
| <input type="checkbox"/> One test print has been completed on plain paper | <input type="checkbox"/> The test aligns correctly with the actual badge stock |
| <input type="checkbox"/> Long names fit cleanly | <input type="checkbox"/> Text is sharp and easy to read |
| <input type="checkbox"/> Logos print clearly | <input type="checkbox"/> QR codes scan successfully from the printed sample |

FINAL PROOF CHECK

- | | |
|---|--|
| <input type="checkbox"/> Names, companies, and titles have been proofread | <input type="checkbox"/> Final quantities are confirmed |
| <input type="checkbox"/> Sort order is confirmed | <input type="checkbox"/> Special badge groups are separated properly |
| <input type="checkbox"/> The final print-ready PDF has been reviewed before full production | |

EVENT-DAY PREP CHECK

- | | |
|--|--|
| <input type="checkbox"/> Badges are sorted alphabetically or by group | <input type="checkbox"/> VIP, staff, speakers, exhibitors, or sponsors are separated if needed |
| <input type="checkbox"/> Extra blank stock or backup badges are available | <input type="checkbox"/> Badge holders, lanyards, clips, or sleeves are ready |
| <input type="checkbox"/> A plan is in place for last-minute edits, reprints, or walk-ins | <input type="checkbox"/> Staff know how badges are organized for pickup |

Quick Reminder

A few minutes of review before printing can save wasted stock, rework, and check-in stress later.

Pro Tip

Print one sample first, confirm alignment and readability, then move to the full batch.