**Activity Driven Event Order Checklist**

**1. Choose Activity Driven in Properties**

**2. Option to enable guest collection step**

**3. Build Activity or Activities\***

**4. Advanced Mode – Customize Finish Page, and Confirmation Emails**

**5. Steps**

*****Edit Guest Step (if needed)*

*****Additional Activity Steps can be added (if needed)*

**6. Categories**

**7. Activities (if needed in addition to any built in 3)**

**8. Fields**

*****RSVP Field or Fee Control (one is required for the event)*

*****Commerce Fields (if needed)*

*****Existing Fields*

*****New Fields*

**9. Repeat 7. Fields for All Activities (as necessary)**

**10. Roles (if needed)**

**11. Custom Design**

**12. Admin Test**

**13. User Test**

**14. Launch Form**

*\*activities are created as part of the build process following the properties pages*

**Map out Form before build using the space provided below or on the back of this worksheet:**