List & Tag

Registration and onsite support

Plan bilingual registration, check-in and optional badge printing around your event size, venue and workflow.

Hong Kong event planning reference | November 2026

Public budget starting points

Package	Reference price	Event size	Entrances and printing
Event registration system	HK$10,000 / event	Confirm expected attendance	Registration page, confirmation emails, WhatsApp notifications and QR check-in
BASIC	HK$12,500	Up to 200 guests	1 entrance; no badge printing
ADVANCED	HK$25,000	Up to 300 guests	1 entrance; 450 badge-and-lanyard sets
ADVANCED PLUS	HK$40,000	Up to 500 guests	2 entrances; 650 badge-and-lanyard sets

The BASIC, ADVANCED and ADVANCED PLUS starting prices already include the event registration system; there is no additional HK$10,000 system fee. BASIC supports QR verification and guest lookup, without badge production. The 450 and 650 printing quantities each include 150 sets for staff, organisers and spares.

Meta charges for WhatsApp messages at its applicable rates. Onsite equipment, crew and materials are quoted separately for the standalone system.

From registration to reception

- **Event registration system:** One event with Chinese and English registration, a completion page, guest-list management and CSV export.
- **Onsite entry:** QR verification or guest lookup to support reception; the precise flow is agreed around the event.
- **Badge printing:** ADVANCED and ADVANCED PLUS include non-tear badges with lanyards, prepared to agreed artwork and guest list.

This guide is for planning and budgeting. It is not a booking or formal quotation.

Included scope, organiser responsibilities and timing

Standard arrangements

- One event with a Chinese and English registration flow: event introduction, registration form and completion page on supported layouts, using copy supplied in both languages.
- Authorised administrators can view, search and export the guest list. A CSV is a snapshot at export time and does not sync automatically with onsite tools.
- Onsite packages include up to 10 hours of service in one day; that window includes same-day setup, testing, onsite support and packdown.
- One delivery and one collection at the same standard vehicle-accessible Hong Kong, Kowloon or New Territories venue. The organiser provides tables, power and venue connectivity.
- Printing packages include 102 × 148 mm non-tear synthetic badges with lanyards, printed by thermal transfer: 450 for ADVANCED and 650 for ADVANCED PLUS. Each quantity includes 150 sets for staff, organisers and spares.

Responsibilities and items to confirm

Stations, equipment and crew are set around arrival peaks, entrances, the venue and workflow, then listed in the written quote; this guide does not promise fixed quantities. The organiser supplies Chinese and English copy, a guest-list owner, tables, power and venue connectivity, and arranges venue access.

Multiple event days, service beyond 10 hours, separate rehearsals, extra site visits, special logistics, additional badges, PVC passes, translation, third-party licences, platform integrations and custom workflows need separate review. Tables, power and connectivity are not included in the package.

Timing

Same-day setup and testing fit within the onsite service window of up to 10 hours; venue access and packdown times are agreed together. After the quote is confirmed, the parties coordinate guest-list handover, badge artwork approval and venue access to the agreed schedule. Delivery milestones depend on the event date, venue and confirmed scope.

Planning checklist and next steps

Prepare for a quote

- Event date, venue address, opening hours and venue access limits.
- Expected guests, registration capacity and arrival patterns by time window.
- Number of entrances, QR scan or guest lookup flow, and how exceptions should be handled.
- Whether onsite printing is needed; badge size, artwork, Chinese and English copy, lanyards and guest-list handover format.
- Chinese and English copy, the organiser's list owner, and venue tables, power and connectivity.
- Any VIP, session, additional-language, separate rehearsal, overtime or special logistics needs.

Keep your registration platform and book onsite support

For example, a conference can keep its existing registration site and hire List & Tag to scan QR codes, look up guests without a code and hand out preprinted badges. Agree the list format, handover deadline and any badge or report requirements in the onsite quote. Your team names who can approve exceptions. Any live sync needs separate confirmation.

Confirm the delivery scope

After a demonstration and requirements review, the written quote lists the service window, same-day setup and testing, venue delivery and collection, print quantity, equipment and crew, organiser responsibilities and any additions. The booking is confirmed after both parties agree the scope and payment arrangements.

Contact

Have the event date, guest estimate and venue details ready. Prepare and review your event brief at https://listandtag.com/contact/, then choose whether to open a WhatsApp draft and send it yourself.

Prices and packages are planning references. The mutually agreed written quote defines the final scope.