Virtual event organising checklist

GENERAL EVENT INFO	additionnal notes

- ☐ Define the event's objectives
- ☐ Choose the event's date
- ☐ Define the format (virtual, hybrid...)
- ☐ Estimate the number of guests
- ☐ Define a concept
- ☐ Prepare a general timeline
- ☐ Determine a preliminary budget

LOGISTIC	additionnal notes

- ☐ Draft a calendar for the preceding weeks
- ☐ Prepare a precise timeline for the day
- ☐ Draft a duty brief (who does what)
- ☐ Verify participant arrival times

EVENT LOCATION - STUDIO	additionnal notes

- ☐ Take photos of the location
- ☐ Verify the location's availability
- ☐ Contact person(s) and their details
- ☐ Adress - main entrance
- ☐ Adress - delivery
- ☐ Verify the studio's required furnishing
- ☐ List available audiovisual equipement
- ☐ Evaluate the location's internet
- ☐ Organize a rehearsal with all participants

WEBCASTING	additionnal notes

- ☐ Choose a broadcast platform
- ☐ Test participant's connections
- ☐ Generate platform-dressing visuals
- ☐ Personalize and verify invitation links
- ☐ integrate sponsor visuals
- ☐ Prepare the various content format
  (video, presentation…)

SUPPLIERS	additionnal notes

- ☐ Reserve Webcasting equipment
- ☐ Contact MC, photographer, moderator, etc.
- ☐ Submit a brief to suppliers
- ☐ - Description of the event
- ☐ - Detailed expectations
- ☐ - Date
- ☐ - Location

STAFF	additionnal notes

- ☐ COVID manager (masks, disinfection...)
- ☐ Supplier manager
- ☐ assembly and disassembly
- ☐ Draft a brief for the staff