VIRTUAL EVENT TASK LIST

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    Contact Gloria Chu, Director, Ceremonies and Events for an event consultation (if applicable)

    Draft an event brief outlining the goals and objects of the event

    Schedule an event strategy meeting with event leads to review event brief and begin planning process

    Determine the platform and format for your virtual event

    Select date and time for your event. Confirm dates with key speakers or staff

Finalize invitation list. Circulate to event leads and internal stakeholders for review

Design <u>event invitation</u> and registration page (e.g. Eventbrite):

- o Determine registration options
- o Privacy information
- o Technology requirements

Prepare work orders:

- o Book a closed captioning service (if applicable)

- Outline what type of event this is, whether there will be interaction, what type of involvement/participation is required, etiquette/housekeeping
- Link to [Zoom Meeting](#) or [Zoom Webinar](#) tips for participants
- Option to attend a pre-event session to test their internet connection, audio and video and practice using some of the interactive tools.
  - ƒ This option is especially helpful for events involving demographics less tech savvy or unfamiliar with Zoom and events that are more complex.
- For security reasons, do not include the event URL (e.g. Zoom link)

Create [event access email](#). Consider including:
- URL to access virtual event including password and call-in numbers (as applicable)
- Privacy information
- Contact information for technical support and event enquiries
- Closed captioning instructions and live stream link (if applicable)
- Consider sending this email to all those on the original invitation list, even if they didn't register

Create Post-Event email. Consider including:
- [Post-event survey](#)
- Thank you message and additional information or resources for attendees
- A copy of the event recording for on-demand viewing

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Send event link and day-of documents (e.g. Book of Words, Schedules, etc.) to staff, A/V team and presenters as needed

Host tech rehearsal and dress rehearsal – make adjustments to the event program/flow as required

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Send confirmation email to registered guests

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Send event access details email to registered guests (or all invitees)