Event Planning Checklist

# Gather Information

**Event Name:**

**Event Date:**

**Event Times:**

**Event Coordinator** (Main Point of Contact):

**Number of Speakers:**

**Number of Audience Members:**

**Event Description** (What will the event look like?)**:**

**Features Needed:**

* Registration
* Password
* Q&A (Webinar only)
	+ Allow anonymous questions?
	+ Attendees view questions?
		- Attendees can upvote?
		- Attendees can comment?
* Chat
* Recording
* Alternative Hosts
* Polls
* Survey
* Livestream
* Custom Branding/Email Settings
* Screen Share

**Panelists**

* **Name:**
	+ **Email:**
	+ **Phone Number:**
* **Name:**
	+ **Email:**
	+ **Phone Number:**
* **Name:**
	+ **Email:**
	+ **Phone Number:**

**Link to Shared Folder:**

# Set up Meetings/Webinars

**Event Meeting/Webinar**

* Configure Basic Information & Settings
* Send Invitations and add Alternative Hosts
* Add Custom Branding/Email Settings
* Configure Registration Page
* Set up Polls
* Set up Survey
* Set up Live Streaming Service

**Event Rehearsal** (Copy of main event meeting/webinar)