


# Event Prep Timeline


## 01. STRATEGY MEETING

 60-90 minute meeting 13 prior to the virtual event date.

## 02. PRACTICE WEBINAR

 2 weeks prior to the event, get all presenters on the technology so they can practice and understand how to do what they need to do during the broadcast.


## 03. FINAL DETAILS CALL

 The week of the event. Script done, PowerPoint done, everyone who will be part of the broadcast should be on the call to ensure that everyone has the same information and expectations.

## 04. DRESS REHEARSAL

 The day before the event, a full run-through of the program.


## 05. DAY-OF TEAM MEETING

 90 minutes prior to the broadcast, everyone logs in confirms picture and sound, any last-minute changes that need to be done.

## 06. PRE-EVENT POWERPOINT BEGINS

 30 minutes before the official event start time, PowerPoint rolls with sponsors names and instructions to the guests

## 07. {VIRTUAL} GALA

 Have a great show!

## 08. POST-EVENT POWERPOINT

 Runs for 10 minutes after the event to give instructions on how to checkout, how to pick up items, etc.

## 09. POST-EVENT DEBRIEF

 3 to 5 days after the event to celebrate, capture lessons learned and plan for next year