

VIRTUAL EVENTS CHECKLIST/TIMELINE

12 Weeks Prior to Event

- Determine Title and Format of Event (refer to [Zoom Meeting v. Webinar Tool Comparison](#) document)
- Determine Date and Time of Event

Eight Weeks Prior to Event

- Finalize Panelist List
- Confirm Dean's Office Support

Six Weeks Prior to Event

- Event Planning Meeting with Dean's Office team member
 - Do you plan to record the event?
 - Would you like registration managed through Zoom for ease of communication?
 - Would you like to live stream your event to YouTube or Facebook to increase availability to view (more than 500 attendees)?
- Build your Promotion Plan
 - Monitor Signs – use Canva or work direct with OCM
 - Weekly Update inclusion and promotion via the EHD event calendar - send details of your event (title, date/time, description, target audience) to Kelly Bloem (kcb6g@virginia.edu).
 - Promote via EHD Social Media channels by working direct with OCM

One Week Prior to Event

- Host practice session (based on the type/size of event you are planning). During the practice session, review the best-practices and Zoom tools.

Two Days Prior to Event

- Receive and review final presentation materials from all panelists.

Day of Event by Role

- Host Day of Script
 - Launches event 15 - 30 minutes prior to published start time
 - Share welcome slides
 - Play welcome
 - Announcements to Panelists
 - Welcome
 - Slides currently on screen for attendees
 - Currently not broadcasting to group, will broadcast to group at X:XX a.m./p.m.
 - Reminder of how to communicate to me during session
 - Recording session
 - Please mute and turn off video if not speaking
 - Review how managing questions from attendees

- Moderator Day of Script
 - Joins event 10 minutes prior to published start time
 - Welcome and announcements to Attendees
 - Brief event introduction
 - Expectations for the webinar
 - Share if event being recorded and where available at later date
 - Share if event is being live streamed?
 - Remind there is no video or audio from attendees
 - Questions will be submitted via Q&A box
 - Is the chat function being used, if so how?
 - Any announcements
 - Introduction of panelists
 - Content shared
 - Q&A time (either throughout event or at end)
 - Share final remarks to help you end your session smoothly and concisely.

- Panelist Day of Script
 - Joins event 10 minutes prior to published start time
 - Prepares all presentation material to be shared
 - Answers content related questions during or at the end of the presentation

Questions?

For more information or questions, please contact Kelly Bloem (kcb6g@virginia.edu).