BIA Toolkit:
Sample Virtual Event Checklist

Planning Milestones Checklist	Status	Notes
Event Brainstorm Session		
Work Back Plan		
Event rundown		
Creative - key visuals		
Confirm Technician		
Confirm Host & Moderator		
Event Scripts		
Pre-recorded content -Intro and Outo/Credit segments -Content segment per rundown		
Online Registration Portal Live		
Promotional Campaign: Ads, social media, physical media		
Managing Attendees: -Communications: confirmation email, reminder emails, event link email		
Event Trial Run		
Run the Virtual Event		
Public Event Video Goes Live		
Post event communications and evaluation/wrap up		