

Online event checklist



The below checklist is a starting point to help you think about how to take your amazing event online. Remember to add to this any points that are specific to your activity and the platform you are using!

SET UP

- Pick an appropriate and accessible platform, e.g. no need for an account to join.
- Find ways for attendees to interact, e.g. chat box, break out rooms, polls, etc.
- Check your platform's capacity limit for attendees and plan accordingly.
- Follow the recommended security settings for the platform you are using.
- If your platform allows, set up a virtual waiting room so attendees can join early.
- Mute attendees upon entry to prevent background noise.
- To avoid trolls don't publish joining details online, email directly to attendees.
- Make it 'feel' like an event. Think about lighting, acoustics, a themed background, etc.

TEAM WORK

- See if your partner can host the event on their website and/or help to promote it.
- Check speakers are comfortable and have the necessary tech to participate.
- If you are speaking at the event, have someone else run the tech and monitor the chat box.
- Set up a channel of communication to stay in touch behind the scenes, e.g. text messages.
- Have a test run and practice with the tech. Get feedback from mock attendees.
- Agree a plan for if your event is disturbed by trolls or technical difficulties.
- Ask speakers to arrive early and have a quick run through in a virtual green room.

ATTENDEES

- Give clear joining instructions as attendees may not have used the platform before.
- Let attendees know what to expect, e.g. have camera on or not.
- Check attendees' accessibility needs, e.g. speech to text captioning.
- Send a reminder email the day before so it's at the top of attendees' inboxes.
- Think about how you will circulate your evaluation forms online after the event.