

One week to go checklist!

The below checklist is mainly aimed at those doing online events, although there are still lots of helpful reminders for those doing socially distanced events too! Add in any points that are specific to your event, such as sending out packs, doing lead-in workshops etc.

WEEK BEFORE

- Send reminder email to attendees
- Ask volunteers to help on the day
- Share phone numbers with team
- Do a test run through with the tech
- Invite local media along
- Do a final promo push
- Discuss attendees accessibility requirements
- Make final schedule of event
- Finalise details with speakers/performers
- Think about recording/photos of event

DAY BEFORE

- Check and save PowerPoints and videos
- Materials stock check (pens, paper etc.)
- Read Being Human introduction speech
- Check attendee sign-ups numbers
- Check Being Human evaluation link
- Send attendees online joining details again
- Final check in with those involved
- Pick your Being Human virtual background
- Sleep easy knowing you've got this!

DAY OF EVENT

- Check your computer is plugged in
- Check your emails are on silent
- Check your background on-screen
- Close unnecessary tabs on your desktop
- Open PowerPoints/videos on your desktop
- Have speakers/performers join early
- Follow security measures for online platform
- Tell attendees about #BeingHuman2020
- Note down attendee numbers
- Share Being Human evaluation link

DAY AFTER

- Send thank you emails to those involved
- Email attendees evaluation link
- Email attendees further materials/links
- Send BH team attendee numbers
- Send BH team photos and edited recordings
- Share success on social media
- Congratulate yourself - you did it!