



## Event Planning Action Items

### Virtual Event Coordination

- **Action Item: Plan Virtual Event Framework**
  - **Deliverable:** A detailed event plan outlining objectives, format, platform selection, and key milestones.
- **Action Item: Set Up Webinar or Conference Platform**
  - **Deliverable:** Configuration and customization of the chosen virtual event platform, including testing and trial runs to ensure functionality.
- **Action Item: Arrange Speakers and Sessions**
  - **Deliverable:** Confirmed speaker lineup and session details, including bios, presentation materials, and scheduling.
- **Action Item: Implement Technical Support Systems**
  - **Deliverable:** Real-time technical support setup, including dedicated support personnel and troubleshooting protocols.
- **Action Item: Conduct Pre-Event Rehearsal**
  - **Deliverable:** A full rehearsal of the virtual event to test all elements and ensure smooth execution on the day of the event.
- **Action Item: Post-Event Analysis**
  - **Deliverable:** A comprehensive report covering event performance, attendee feedback, engagement metrics, and recommendations for future events.

### Scheduling

- **Action Item: Develop Detailed Event Schedule**
  - **Deliverable:** A structured event schedule, including timing for sessions, breaks, and networking opportunities, tailored to the event's needs.
- **Action Item: Coordinate Logistics and Setup**
  - **Deliverable:** A logistics plan detailing all necessary arrangements, including equipment setup, venue (if applicable), and other logistical elements.
- **Action Item: Manage Vendor Relations**
  - **Deliverable:** Contracts and coordination with all vendors, including catering, technology providers, and decorators, ensuring timely and efficient service.
- **Action Item: Create and Distribute Agendas**



- **Deliverable:** Detailed agendas and programs for attendees, including session information, speaker bios, and event timelines.
- **Action Item: Oversee On-Site or Virtual Event Execution**
  - **Deliverable:** Day-of coordination to manage event flow, address issues, and ensure adherence to the schedule, whether on-site or virtually.

#### Attendee Management

- **Action Item: Set Up Registration System**
  - **Deliverable:** An online registration system for attendees, including form setup, confirmation emails, and database management.
- **Action Item: Implement Communication Plan**
  - **Deliverable:** A communication strategy for keeping attendees informed, including pre-event reminders, updates, and post-event follow-ups.
- **Action Item: Provide Attendee Support**
  - **Deliverable:** A support system for addressing attendee inquiries and issues, including helpdesk setup and FAQ resources.
- **Action Item: Manage Badge and Access Control**
  - **Deliverable:** Production and distribution of physical or virtual badges/credentials for secure event access.
- **Action Item: Collect and Analyze Attendee Feedback**
  - **Deliverable:** Feedback collection through surveys or forms, with detailed analysis and reports on attendee satisfaction and event effectiveness.

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