

Online event checklist: one week to go

The below checklist is a starting point to help you with practical considerations for your online activity. Do add to this and include any tasks specific to your activity and your intended audience.

Week before

- Send reminder email to attendees with joining details (don't publish these online)
- Invite local media along to the event
- Finalise details with contributors and partners
- Do a run through and check your platform settings e.g. waiting room, security features, captioning etc.
- Check attendees' access requests
- Finalise where you'll be for the event - quiet space with good internet connection
- Check booking numbers and do final promotional push for bookings
- Think through the production for your activity - any lighting, acoustics, a themed background etc., to help it feel like an event
- Make final running order for the activity and circulate with those involved
- Check your risk assessment and safeguarding procedures

Day before

- Send reminder email to attendees and include code of conduct
- Do a materials stock check - pens etc.
- Check bookings and create an attendee list
- Prepare information for team briefing

On the day

- Check there are no issues with your platform
- Check your device is plugged in
- Log in early to get the room set up and check settings
- Hold a team briefing
- Ask contributors to arrive early and have a quick run through in a virtual green room
- If desired, mute attendees upon entry to prevent background noise
- Monitor the inbox connected to the activity in case attendees are struggling to access the event
- Share link to code of conduct in the chat
- Share appropriate information with attendees if recording the event
- Run through virtual house keeping with attendees
- Share evaluation survey link in the chat
- Keep track of attendee numbers
- Tell attendees about Being Human Festival!
- Share updates or behind the scenes shots on social media

Day after

- Send thank you emails to contributors
- Send follow up email to attendees, including link to evaluation survey and links to any further materials or information
- Send booking and attendance numbers to Being Human Festival
- Share your success on social media!