

## Campus Virtual Event Planning Checklist

Event Information			
Event Name:			
Event Date/Time:		Rehearsal Date/Time:	
Department/Oversight:			
Cost Center:		Budget:	
Target Audience:	<input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Students <input type="checkbox"/> Off Campus		
Expected Participation:			

General Requirements			
Comet Calendar Posted:	<input type="checkbox"/> Internal <input type="checkbox"/> Public		
Event Registration:		Special Event Risk Assessment:	
Space Requirement: ( <i>i.e.</i> : venue for production)		Reservation Request Submitted:	

Message/ Event Content	
Purpose:	
Guest Speakers:	
Presentation/PowerPoint:	
Scripted:	<input type="checkbox"/> No <input type="checkbox"/> Yes – Script Writer:

Technical Production					
Delivery Type:	<input type="checkbox"/> Live <input type="checkbox"/> Pre-Recorded <input type="checkbox"/> Interactive <input type="checkbox"/> Hybrid				
Streaming Platform:	<input type="checkbox"/> Teams <input type="checkbox"/> Facebook <input type="checkbox"/> YouTube <input type="checkbox"/> Other:				
Production Support:	<input type="checkbox"/> Media Services <input type="checkbox"/> Communications Team <input type="checkbox"/> OIT <input type="checkbox"/> Outsourced Company				
AV/Video:	<input type="checkbox"/> Video Recording <input type="checkbox"/> Video Editing <input type="checkbox"/> Tech Support				
Additional Equipment:	<input type="checkbox"/> Computer <input type="checkbox"/> Headsets <input type="checkbox"/> Mic <input type="checkbox"/> Video Camera <input type="checkbox"/> Lighting <input type="checkbox"/> Backdrop				
Set-up Date/Time:		Sound Check Date/Time:		Breakdown Date/Time:	
Request Submitted:		Confirmation Received:			

Marketing/Communications	
Communications/ Publicity:	<input type="checkbox"/> Email Invitations <input type="checkbox"/> Printed Invitations <input type="checkbox"/> Online RSVP <input type="checkbox"/> Social Media <input type="checkbox"/> News Center/Intercom <input type="checkbox"/> Media Relations <input type="checkbox"/> Other
Collateral Needs:	

Miscellaneous	
<input type="checkbox"/> Agenda	
<input type="checkbox"/> Timeline	

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<input type="checkbox"/> Staff/Volunteers	
<input type="checkbox"/> Other Vendors	

<b>Other Needs</b>

Event Planning Guide: <http://www.utdallas.edu/events/>