

DASA EVENTS CHECKLIST:

The checklist below is to help with the process of planning a virtual event at FIU. In an effort to help foster communication among the many departments under ACS that will come together to help with your event, as well as ensuring no schedule conflicts. This checklist is for planning purposes.

Event details:

- Event name:
- Event date and time:

Event link (once secured):

Budget and approval

Virtual agenda/program confirmed and approved

Technology and equipment

- Confirmed with Helen Gonzalez for needed technology (helen.gonzalez@fiu.edu)
 - Computer
 - Microphone headset
 - Platform software

Marketing:

- Confirmed with the Strategic Communications and Marketing team for marketing and promotional needs
 - Flyer
 - Website event feature (if applicable)
 - Banner/poster (if applicable)
 - Social media coverage
 - Social media promotion
 - Zoom background
 - Email header
 - On-campus screens
 - Event submitted to FIU Calendar
- Point person for marketing:

Communication

- Event information sent to department staff
- Event information sent to university contacts

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Performer(s)/guest speaker(s):

- Performer(s)/guest speaker(s) has been contacted at least one week prior to the event talking about
 - Technology needs
 - Date confirmation
 - Other:

Post-event responsibilities

- Thank you notes/emails have been sent
- Attendees noted in the applicable system (Handshake, etc)
- Post-event analysis, including:
 - What went right/wrong?
 - Budget and marketing analysis
- Post-event report created and sent to appropriate team members/leadership