



Virtual Planning Checklist

Your Information

- First Name _____
- Last Name _____
- Email _____
- Phone _____
- Company _____

Event Specifics

- Event Date(s) _____
- # of Presenters _____
- # of Attendees _____
- # of General Session(s) _____
- Dates & Times of General Session(s) _____
- # of Breakout Session(s) _____
- Dates & Times of Breakout Session(s) _____

Financials

- Will attendees be charged for specific session(s)? _____
- Will attendees be charged a one time fee for conference? _____
- Will AVP support the attendee payments if applicable? _____

The Technical Stuff

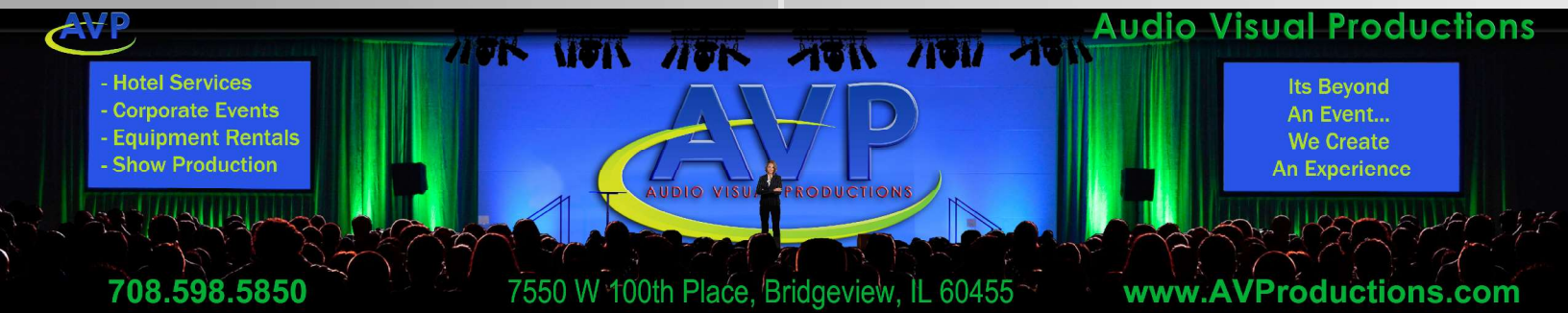
- Are any sessions live? _____
- If so, how many? _____
- Are any sessions pre-recorded? _____
- If so, how many? _____
- Will you need any sessions archived? _____
- If so, for how long? _____
- Will any sessions need to be recorded? _____
- If so, how many? _____

During

- For any live sessions, what type of background will you need for your Presenter(s)?:
 Custom Backdrop Graphics/Branding
 None Other (Please Specify Below)

After

- Will you require any customized reports? _____
- Will sessions need to be accessed post conference? _____
- Will you require an attendee survey post conference? _____
- If so, for how long? _____



- Hotel Services
 - Corporate Events
 - Equipment Rentals
 - Show Production

Its Beyond
 An Event...
 We Create
 An Experience