Checklist for Virtual Event Planning

\_\_\_ Determine budget

\_\_\_ Contact an audio visual company?

\_\_\_ Have speakers been determined?

\_\_\_ Is the invitee mailing list complete?

\_\_\_ Have invitations been sent?

\_\_\_ Have residents been arranged to show their homes for the virtual tour?

\_\_\_ Have the press been notified (media release and phone call)?

\_\_\_ Are there fact sheets on the project?

\_\_\_ Have you made sure that all of the development team will be recognized and speaking?

\_\_\_ Have press releases been prepared?

\_\_\_ How are you handling the actual virtual ribbon cutting? Are supplies and props available (i.e. a large ribbon and scissors, etc.)?

If you are an Ohio Capital Corporation for Housing partner, contact, Rhonda Snyder, rsnyder@occh.org with any question.