UCL Global alumni groups - **event checklist**

**Pre-event**

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| **Task** | **Time before event** | **Responsibility** (*to be populated by group*) | **Completed?** |
| Agree concept and secure speakers / venue | 6 weeks |  |  |
| Notify AR contact of activity details, including if online / in-person | 6 weeks |  |  |
| Event email content drafted and shared with AR contact, including any imagery | 4 weeks |  |  |
| Post on [UCL Bentham Connect](https://uclbenthamconnect.com/) and other relevant social channels promoting event | 1 x 4 weeks 1 x 2 weeks 1 x 1 week |  |  |
| Run sheet finalised, including agreement of responsibilities | 2 weeks |  |  |
| Speaker briefing completed and shared (if relevant) | 2 weeks |  |  |
| Slides created / speaker slides received | 1 week |  |  |
| 15-minute pre-event catch up call with UCL contact | 1 week |  |  |
| Pre-event huddle: tech check, run sheet check, answer speaker questions | 30 mins |  |  |

**Event**

|  |  |  |  |
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| **Task** | **Timings** | **Responsibility** (*to be populated by group*) | **Completed?** |
| Pre-event huddle: tech check, run sheet check, answer speaker questions | 30 mins pre-event |  |  |
| Screensharing of relevant content e.g. slides, video | Throughout |  |  |
| Reg list - check off names (Zoom: admit attendees in waiting room) | Event start |  |  |
| Deliver event according to run sheet | Throughout | All |  |

**Post-event**

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| **Task** | **Time after event** | **Responsibility** (*to be populated by group*) | **Completed?** |
| Share attendee list and overview of event with UCL contact | 1 day |  |  |
| Thank you email content to attendees shared with UCL contact | 1 day |  |  |
| Complete expenses form and share with UCL contact (if relevant) | 1 week |  |  |