

UCL Global alumni groups - event checklist

Pre-event

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

Event

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

Post-event

Task	Time after event	Responsibility <i>(to be populated by group)</i>	Completed?
Share attendee list and overview of event with UCL contact	1 day		<input type="checkbox"/>
Thank you email content to attendees shared with UCL contact	1 day		<input type="checkbox"/>
Complete expenses form and share with UCL contact (if relevant)	1 week		<input type="checkbox"/>