

AGM WORKSHOP CHECKLIST

NAME OF WORKSHOP: _____

CONFIRMED SPEAKER: _____

EVENT TIME: 6:15pm - 7:15pm EVENT DATE: _____

TOPIC: _____

STEP 1 (COPY)

REQUEST COPY FOR LANDING PAGE _____

REQUEST COPY FOR DIGITAL FLYER _____

COPY FOR LANDING PAGE RECEIVED _____

COPY FOR FLYER RECEIVED _____

STEP 2 (CREATIVES)

REQUEST ARTWORK FOR LANDING PAGE _____

REQUEST SOCIAL MEDIA ADS (4) _____

LANDING PAGE UPDATED _____

RECEIVED VARIATIONS OF ART _____

PRESENTATION SLIDES CREATED _____

STEP 3 (PROMOTION)

JESUS - SENDS EMAIL 1 _____

JESUS - SENDS EMAIL 2 _____

JESUS - SENDS EMAIL 3 _____

JESUS - SENDS EMAIL 4 _____

SMS PROMO BLAST 1 _____

SMS PROMO BLAST 2 _____

SMS PROMO BLAST 3 _____

VOICEMAIL DROP 1 _____

VOICEMAIL DROP 2 _____

VOICEMAIL DROP 3 _____

MANYCHAT BROADCAST _____

MS/AGM SOCIAL POSTS DAILY _____

STEP 4 (EVENT SETUP)

CAMERA _____

MIC _____

PURCHASE FOOD & BEVERAGES _____

SETUP FOOD TABLE _____

BEVERAGES _____

CHAIRS _____

MARKERS _____

PRACTICE RUN-THROUGH SLIDES _____

NUMBER OF PEOPLE WHO ATTENDED THE LIVE WORKSHOP _____

NUMBER OF PEOPLE WHO ATTENDED THE LIVE STREAM _____

NUMBER OF VIDEO TESTIMONIALS RECORDED _____