Virtual Events Checklist

To help you navigate through the virtual landscape, we have put together the below event checklist. Consider this a starting point in your planning process, to help you identify what you might (or might not) need for your event. New or not to the world of virtual events, Crew is your partner and will ensure the journey is seamless and your message is delivered in an impactful way.

Platform Customization
- [ ] Full customization
- [ ] Branded template options
- [ ] Personal agenda / schedule builder
- [ ] Interactive agenda - jump into sessions directly from agenda

Content
- [ ] Live streaming
- [ ] On demand and pre-recorded sessions
- [ ] Pre-recorded sessions only
- [ ] Hybrid (live & virtual)
- [ ] Single live speaker
- [ ] Multiple live speakers
- [ ] 2-way AV communications

Audience Engagement
- [ ] Live chat
- [ ] Live Q&A
- [ ] Upvoting of questions
- [ ] Live polling
- [ ] Gamification
- [ ] Push notifications
- [ ] Social media stream

Networking
- [ ] Ability to filter through attendee community to effectively network
- [ ] Ability for attendees to schedule meetings with speakers and sales people
- [ ] Peer group discussions and breakout sessions

Attendee Management
- [ ] Integrates with registration providers and external CRM
- [ ] Registration functionality within platform
- [ ] Attendee caps for sessions with waitlist ability
- [ ] Locked invite-only sessions
- [ ] Calendar requests enabled

Speaker, Sponsor and Exhibitor Management
- [ ] Deadline-based asset management
- [ ] Reminders for assets sent directly from platform
- [ ] Ability to collect and approve presentation materials and lock them from being changed once approved
- [ ] Downloadable session resources (ppts and whitepapers)
- [ ] Speaker directory

Analytics & Reporting
- [ ] Real time reporting
- [ ] At conclusion of event
- [ ] Specific user reports versus general reporting

Streaming
- [ ] In-network streaming
- [ ] Integrations with streaming vendors such as Zoom & YouTube
- [ ] Ability to support concurrent sessions

Sponsor Visibility
- [ ] Exhibitor booths
- [ ] Virtual photo booths
- [ ] Dashboard branding
- [ ] Banner ads and push notifications
- [ ] Other customizable opportunities

Design & Production
- [ ] Video production
- [ ] Graphic design
- [ ] Trade show booth design support
- [ ] Audio visual equipment for speakers
- [ ] Rehearsal support

Pricing
- [ ] Single event
- [ ] Subscription based / bulk pricing

Security
- [ ] Single sign on
- [ ] Invite only via invitation list, code or email domain
- [ ] Username and password protected