

Online Pre-Planning Events Checklist

*For assistance with preparations the day-of the event, view the [Online Events Checklist](#).

yavapaipres = yavapaipres@cals.arizona.edu

Name of Event: _____ Faculty/Staff Host: _____

Date(s) of Event: _____ Times of Event: _____

Event Link (i.e. Zoom) _____

COST

- Will there be a cost to attend this event? ___Yes ___No If NO, skip the next question.
 - If yes, speak with Karen first, then email your admin team and yavapaipres.
 - Cost of attendance \$ _____
- What forms of payment will be accepted? ___Cash ___Check ___CC Card (Visa/MC/Discover)
- Which account will be used for income, expenses, and copies? Acct# _____ Sub-Acct# _____
- Guest Speakers ___Yes ___No Expense Reimbursement _____ Honorarium - How much? _____

REGISTRATION

- Will registration be conducted via email, Eventbrite, or Zoom? ___Email ___Eventbrite ___Zoom
 - If by email, will admin staff track registrations in BOX? ___Yes ___No
 - Notify the admin staff what information needs to be collected.
 - If you need Yavapai admin assistance, registrations need to be sent to yavapaipres.
 - If by Eventbrite or Zoom, do you need assistance setting up the event? ___Yes ___No If yes, email yavapaipres.
- Is there a deadline for registering? ___Yes ___No If yes, what date? _____
- How many people can attend this event? _____
- Is a wait list needed for this event? ___Yes ___No If yes, how many individuals can be on the list? _____

EVENT MATERIALS

- Are there materials/handouts for this event? ___Yes ___No
 - If yes, do you need assistance making materials accessible to attendees? ___Yes ___No
 - List of materials: _____
- Will there be a survey for attendees? ___Yes ___No
 - If yes, do you need assistance creating the survey(s)? ___Yes ___No
 - If yes, which ones? ___Pre-event ___Post-event

MARKETING

- Will a press release be sent out? ___Yes ___No If NO, skip this section.
 - If yes, complete the form and send to your admin staff and to yavapaipres.
 - To post your event on the website, copy Mary Barnes on the admin press release email.
- Distribution: ___Website ___Media outlets ___Tuesday AM Notes ___Facebook ___Rancher dist. lists
 ___Comm. Hort./Small Acreage dist. list ___County 4-H dist. list ___County MG dist. list
 ___Yavapai event dist. list

MULTIMEDIA USE

- Will this event be recorded? ___Yes ___No If NO, skip this section. If YES, continue.
- Will there be youth participant faces shown? ___Yes ___No If yes, a release form must be completed.
- Will the recording be uploaded to YouTube? ___Yes ___No If yes, steps are available in BOX.

FOR ADMIN USE ONLY

	Press release sent out to methods checked above	
IF APPLICABLE		
	Cost recovery calculations completed	Eventbrite set-up complete
	Create spreadsheet in BOX for registrations	
	Create registration form (see templates in BOX)	

Online Pre-Planning Events Checklist

*For assistance with preparations the day-of the event, view the Online Events Checklist.

yavapaipres = yavapaipres@cals.arizona.edu

*Admin Notes

1. The registration form, spreadsheet, and email templates are available in BOX.
2. Instructions to set-up an Eventbrite event are available in BOX.
3. If the event is free, a registration form does not need to be created. Instead, registrations can be directly added into the spreadsheet.
4. If registrations are being done through Eventbrite, a spreadsheet does not need to be created. Reports of registrants can be downloaded from the event's web page on Eventbrite.