



Planning A Virtual Event?

Here's your guide on what you need to consider!

YOUR NAME

ORGANIZATION NAME (IF APPLICABLE)

HOW DID YOU HEAR ABOUT US?

EMAIL ADDRESS

PHONE NUMBER

COMPANY WEBSITE URL (IF APPLICABLE)

DATE & TIME OF THE EVENT

**WHERE WILL THE EVENT BE FILMED/
STREAMED FROM? (CHECK ALL THAT APPLY)**

OUR STUDIO

REMOTE

YOUR SPACE (WHAT'S THE ADDRESS?)

SHORT DESCRIPTION OF THE EVENT

**HAVE YOU PARTICIPATED IN OR HOSTED
A VIRTUAL EVENT BEFORE? WHAT DID
YOU LIKE/ DISLIKE ABOUT IT? WHY?**

DURATION OF THE EVENT (APPROXIMATE)

WILL THE EVENT BE COMPLETELY VIRTUAL OR WILL IT BE A HYBRID EVENT?

COMPLETELY VIRTUAL - THERE WILL BE NO IN-PERSON ELEMENTS.

A HYBRID - THERE WILL BE IN-PERSON ELEMENTS, SUCH AS SOME IN-PERSON PARTICIPANTS

WHERE ARE YOU AT IN THE PLANNING STAGES OF THE EVENT?

STILL BRAINSTORMING

MOST OF THE DETAILS ARE THERE

WE'RE READY WHENEVER YOU ARE!

NUMBER OF PARTICIPANTS

HOSTS

PARTICIPANTS

TIMELINE OF THE EVENT (INCLUDE DATES LEADING UP TO AND FOLLOWING THE EVENT)

WHAT PLATFORM(S) DO YOU WANT TO STREAM THE EVENT TO?

WILL YOU BE INCORPORATING ANY PRE-RECORDED ELEMENTS?

YES - I WANT MVE TO PRODUCE THEM

YES - I DO NOT WANT MVE TO PRODUCE THEM

NO

WHAT IS YOUR PLAN TO MARKET THE EVENT? (CHECK ALL THAT APPLY)

PRINT MATERIAL - POSTCARD, FLYERS, ETC.

SOCIAL MEDIA POSTS

SOCIAL MEDIA ADS

E-VITES/ NEWSLETTERS

OTHER

WOULD YOU LIKE MVE TO HELP WITH MARKETING THIS EVENT?

YES

NO

WILL YOU NEED ANY PRODUCTION DONE TO THE RECORDING AFTER THE EVENT?

YES - CUT OUT BREAKS, PAUSES, STUTTERS

NO - LEAVE THE RECORDING AS IS

Next Steps?

Call us at [317-939-1319](tel:317-939-1319) or email this PDF filled with your responses to peteb@ash-interactive.com to get started on turning your event virtual!