



# Virtual Event Support Planning Timeline

## **PHASE 1: Pre-Planning (3— 2 months prior)**

Group Leaders - decide whether they will have a virtual reunion

- a. Select virtual reunion dates (either keep original dates or move it to another date)
- b. Create a Pre-Virtual Reunion Survey

## **PHASE 2: Detailed Planning (2 months — 1 week prior)**

- a. Create schedule based on survey results
- b. Coordinate with other departments about their assistance, as well as classmates
- c. Create slide show
- d. Receive videos from Academy and WPAOG (including check request if applicable)
- e. Schedule test run of virtual reunion
- f. Create Zoom links and breakout rooms (if applicable)
- g. Create Run of Show

## **PHASE 3: Registration Open (1 month prior)**

- a. Open and Monitor registration

## **PHASE 4: Virtual Event Execution (1 week through virtual event)**

- a. Finalize schedule
- b. Finalize Run of Show
- c. Finalize slide show
- d. Send out Know Before You Connect emails
- e. Send out Outlook calendar invitations to all attendees
- f. Final Execution of Virtual Reunion

## **PHASE 5: Post-Event Wrap Up (post-event until 3 weeks after event)**

- a. Post-event survey
- b. Post online slides, pictures, and any videos from the Virtual Reunion

