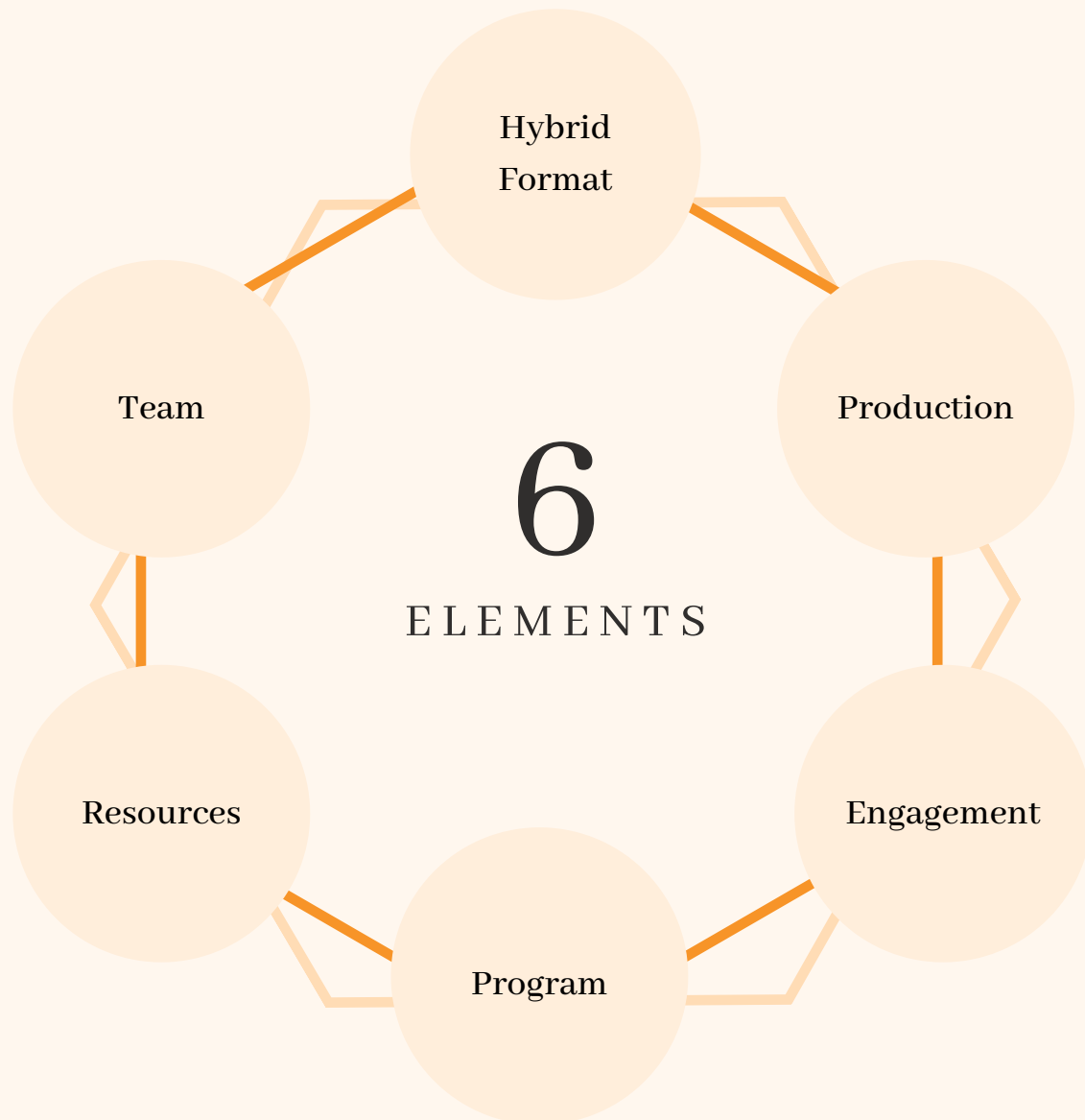


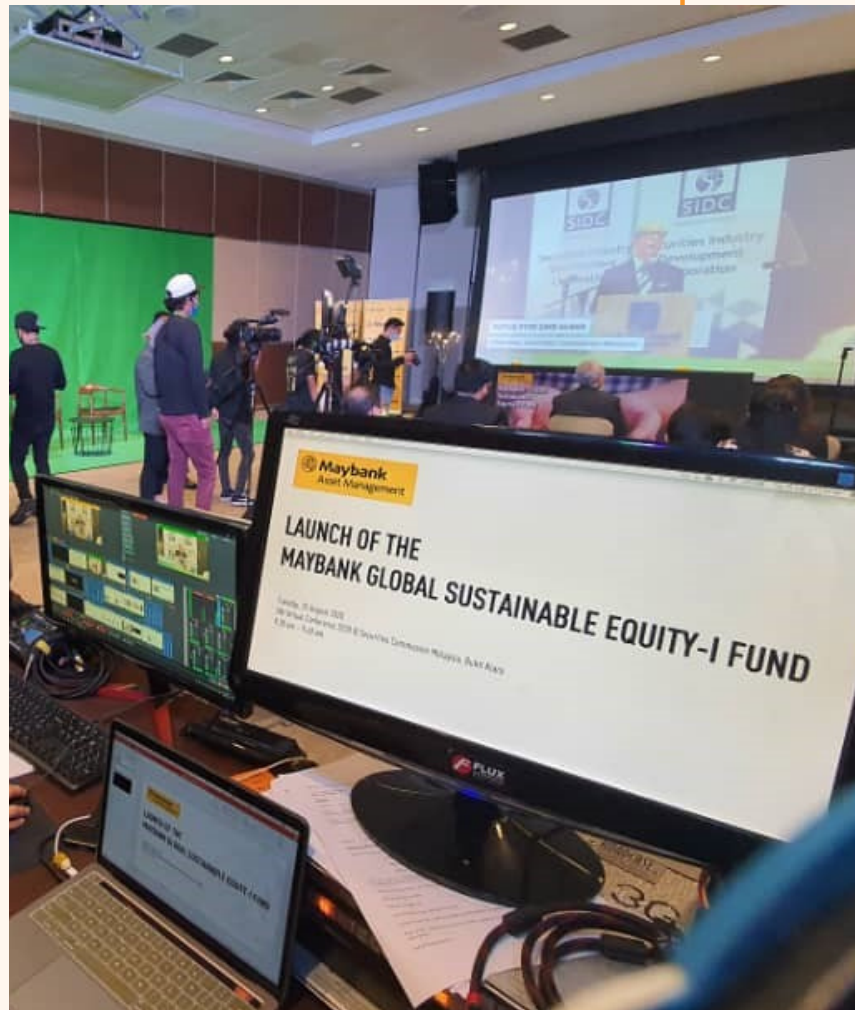
The Comprehensive Hybrid Event Checklist



HYBRID EVENT CHECKLIST



A group of passionate event personnel with strong entertainment and production background, who input creative and technical proficiency in bringing events to life. As an event planner, the value of a great client experience is our Goal. With our professional on-ground organizing experience and strong technical management background, we specialize in various events planning, award ceremony, social event and conferences executing.





HYBRID FORMAT

Physical Venue

- How many attendees do I have onsite?
- How should I set up the room for accounting social distancing?
- Does my venue ensure high safety and hygiene standards?

Virtual Event Platform

- What are the customization features on the platform?
- Does the platform offer networking and branding opportunities?
- Does the platform provide insights into lead generation?



PRODUCTION

Broadcast

- Does the platform support live streaming?
- Does the platform record the whole live session?

Visual Experience

- Is the room lighting sufficient to make the presenters look good on camera and how can it be enhanced?
- How is the camera angle adjustment for each camera?
- How is the camera solution on live screen during the event?

Audio Experience

- Is the microphone work out with high-value audio?
- Does the sound system have sufficient sound capabilities?

Seating

- Is the seating arrangement strictly adhering to a 1m distance between chairs and chairs?

Internet Connection

- Is the bandwidth requested dedicated to your event?
- Is the bandwidth separated from the presenters and the attendees on the venue?
- Do you have any backup solution for internet service?



ENGAGEMENT

Design

- Is the room design present the company branding?
- Does the platform design present the company branding?
- Does this platform have a clean and simple interface to ease the user experience?

Exhibitors

- Do the virtual booths enable event attendees to connect with exhibitors with live chat and video calls?
- Is there a sales button that allows attendees to place an order on the platform?

Sponsors

- Where can the sponsors display their advertisements?
- Can the sponsorship space offer ads link where the event attendees can learn more about the company they interested in?

Organizer

- Does the organizer able to capture a multi-dimensional view of all aspects of the event, such as attendees' interactivity and their interest?
- How can the event organizer track the event's ROI?



PROGRAM

Networking

- How do you run the polling/voting at the physical venue?
- Does the platform support live polling, Q&A session and quizzes features?
- Does this virtual events platform have a chatting, messaging, or group chat feature?
- Does the platform integrate with social media networks?

Entertainment

- How can you in-person and remote attendees interact through gamification to unify both groups?
- Does the platform support gamification with a leaderboard for incentive participation?
- Does gamification integrate with your company branding?



RESOURCES

Presentation

- Does the platform support multi-speaker sessions?
- Can the platform upload the pre-recorded presentation in advance?

Discussion

- Does the platform support panel discussion?
- Does the platform allow two-way interaction between a presenter and attendee?

Shared Content

- Does the platform allow for downloadable sharing of digital documents such as PDFs, eBooks, and guides?
- Will the event attendees available to access the digital content after the event is ended?



TEAM

Technician

- Does the technician do live troubleshooting before the event day?
- Does the technician being onsite during the event day?

Executive Producer

- Will you have an executive producer to keep the virtual aspect of your event running smoothly?

Operator

- How many operators will you have onsite at each camera station?
- Will you have a handheld roving operator?

Moderator

- Is there a moderator to moderate the Q&A session with the speakers?
- How is the moderator guide the event content (presentation)?



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