

# SNP WebEvent Dashboard

	August												September																
<b>Webevent Timeline</b>	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1	2	5	<b>Logistics-Dress Rehearsal</b>		
SNP/Customer Agenda call																													Date/Time:
SNP sends customer project dashboard																													Location:
SNP sends customer speaker confirmation email template																													Conf Room:
Customer confirms dates/speakers/sends them confirmation email, cc'ing SNP contact																													Web URL/Speaker login:
SNP contacts speaker(s)/schedules pre-interviews, requests any slides/materials to be used on the webcast.																													Teleconference:
Customer books conference room with 2 analogue phone lines for event & dress rehearsal- sends info to SNP.																													Client Contact:
Customer/SNP confirm any post-production needs																													Host Contact:
SNP sets up software & telecom/registration for event																													Notes:
SNP sends all phone/web info to customer																													
SNP records Voice Over (optional)																													
SNP writes/sends webcast invite to customer																													
Customer sends out webcast invite																													<b>Logistics-Live Event</b>
SNP completes pre-interviews																													Date/Time:
SNP writes draft script, including polling questions & revises slide presentation																													Location:
SNP sends script/preso & call-in info to guests/ other relevant contacts																													Conf Room:
Content Meeting/call with all speakers																													Web URL/Speaker login:
SNP edits script/slides based on content meeting,																													Teleconference:
SNP send revised script to host/speakers with logistics for dress rehearsal																													Client Contact
SNP uploads presentation																													Host Contact
Dress rehearsal (online) (1-2 days prior to live event)																													Notes:
Customer sends event reminder																													
SNP sends out revised script/slides based on dress rehearsal edits																													
SNP uploads preso/polling questions																													
Live Event																													
Post production begins																													
Post production complete																													