

# VIRTUAL EVENT PLANNING ROADMAP



Purpose? Goals?  
Audience?  
Budget?

What do you  
have? What do  
you need?

List what you  
need to do  
and when

Share in the right  
places to reach  
your audience

Practice.  
Make sure  
you're prepared.

Knock it out of  
the park

Communicate  
and foster  
relationships