

Skin and Bones Physio/Health Wiki Test System

Browse history interactively  
VisualWikitext

Revision as of 15:16, 9 February 2023 (view source)  
Demo writer (talk | contribs)  
(Changed categories.)  
← Older edit

Revision as of 15:18, 9 February 2023 (view source)  
Demo writer (talk | contribs)  
No edit summary  
Tag: 2017 source edit  
Newer edit →

Line 1:

```
<div class="databox">  
<div class="tbl">
```

Line 254:

```
The results of the final analysis are  
presented by the marketing management  
at the following staff meeting.  
[[Category:Event]]
```

Line 1:

```
<bs:uenoexport>  
{{ContentNav|homelink=Knowledge  
Base|hometext=1|pagePrevious=Calendar|pageNext=Onboarding{{!}}  
Checklist (Form)}}</bs:uenoexport>  
<div class="databox">  
<div class="tbl">
```

Line 255:

```
The results of the final analysis are  
presented by the marketing management  
at the following staff meeting.  
[[Category:Event]]  
  
  
<bs:uenoexport>  
{{ContentNav|homelink=Knowledge  
Base|hometext=1|pagePrevious=Calendar|pageNext=Onboarding{{!}}  
Checklist (Form)}}</bs:uenoexport>
```

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**Revision as of 15:18, 9 February 2023**

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<b>Date / time:</b>	06/26-28 - 9:00 a.m. - 4 p.m.
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<b>Organizer:</b>	Marketing
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<b>Person responsible:</b>	M. Williams
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<b>Venue:</b>	Hotel EventInn
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<b>Venue contact:</b>	Joe Pavlovic
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<b>Status:</b>	<b>open</b>
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## Initial planning phase

Task	Owner	Deadline	Started	Finished	Notes
Set goals, collect ideas	Marketing team	01/30		x	documentation
Approve budget	Management	02/15		x	approved with restrictions
Assemble guest lists	Marketing lead	mm/dd	x		guest list
Assemble speakers list	Marketing assistant	mm/dd	x		list of speakers (temporary)
Book venue	Marketing assistant	mm/dd			EventInn (like last year)
Select menu	Marketing assistant	mm/dd			vegan options required
Contract suppliers	Marketing assistant	mm/dd			

## Notes

Target new customers and encourage them to participate. Collaborat with project management during the entire preparation phase. They know our customers and can point to potential speakers.

## Before the event

Task	Owner	Deadline	Started	Finished	Notes
Set up registration	Marketing assistant	05/01			
Design and distribution of invitations	Marketing assistant	05/01			
Communicate arrival and accommodation	Marketing assistant	05/01			Bookings with event number are possible starting 04 /15
Create materials (print / online)	Print designer	05/30			BrightPrint (brochures, agendas, postcards)
Prepare social media campaign	Social media team	05/30			

Task	Owner	Deadline	Started	Finished	Notes
Briefing speakers	Marketing assistant	06/08			Initial contacts via phone to speakers are important from here on!
Finalize program	Marketing lead	06/08			Internal /external procedures have to be finalized by this date
Support participants	Marketing assistant	from 06 /01			Follow-up e-mail to participants; contact potential participants again

## Notes

Provide some details if necessary.

## During the event

Task	Owner	Deadline	Started	Finished	Notes
Coordinate catering, equipment, etc.	Marketing assistant	06/25			Coordinate catering with hotel. They have catering partners available for all events.
Manage set up	Event support	06/25			New equipment for booth will be delivered by end of May.
Setup registration desk	Event support, IT support	06/25			

Task	Owner	Deadline	Started	Finished	Notes
Share wifi and password	IT support	06/26-28			IT has to provide 1 support staff at the event location during the entire event.
Support participants	Eventsupport	06/26-28			Registration table has to be staffed during the entire event.

## Notes

The parking situation at the hotel is limited during the event period. The participants need additional support this year.

## After the event

Task	Owner	Deadline	Started	Finished	Notes
Clean up site	Event support, IT support	06/28			Everything must be removed from the hotel on the last day. There is no storage room.
Wrap up venue tasks	Marketing assistant	07/05			Confirm wrap up with contact from hotel.
Follow up with participants	Marketing assistant	07/05			Send out the standard survey.
Distribute event records					Post materials on

Task	Owner	Deadline	Started	Finished	Notes
(videos, presentations, scripts)	Marketing assistant	07/15			company website in the event section.
Post-mortem analysis	Marketing lead, Management	07/15			Participant feedback, financial analysis, lessons learned, outlook

## Notes

The results of the final analysis are presented by the marketing management at the following staff meeting.