

Contents

1. Skin and Bones Physio/Health Wiki Test System	2
2. Customer Summit 2023	8
3. User:WikiSysop	14

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=Cale  
ndar|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=Cale  
ndar|pageNext=Onboarding{{!}}  
Checklist (Form)}}</bs:uenoexport>
```

Revision as of 15:18, 9 February 2023

Date / time:	06/26-28 - 9:00 a.m. - 4 p.m.
---------------------	-------------------------------

Organizer:	Marketing
-------------------	-----------

Person responsible:	M. Williams
----------------------------	-------------

Venue:	Hotel EventInn
---------------	----------------

Venue contact:	Joe Pavlovic
-----------------------	--------------

Status:	open
----------------	-------------

Contents

1 Initial planning phase	4
1.1 Notes	4
2 Before the event	4
2.1 Notes	5
3 During the event	5
3.1 Notes	6
4 After the event	6
4.1 Notes	7

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.

Customer Summit 2023: Difference between revisions

Latest revision as of 15:08, 9 February 2024 ([view source](#))

[Janusz Čaplo](#) ([talk](#) | [contribs](#))

No edit summary

[Tag:](#) [Visual edit](#)

(No difference)

Latest revision as of 15:08, 9 February 2024

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

Contents

1 Initial planning phase	10
1.1 Notes	10
2 Before the event	10
2.1 Notes	11
3 During the event	11
3.1 Notes	12
4 After the event	12
4.1 Notes	13

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 (videos,					Post materials on

Task	Owner	Deadline	Started	Finished	Notes
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 representatives of the marketing management at the next staff meeting.

User:WikiSysop: Difference between revisions

Latest revision as of 16:13, 1 December 2021 ([view source](#))

[Demo writer](#) ([talk](#) | [contribs](#))

([create user page](#))

(No difference)

Latest revision as of 16:13, 1 December 2021
