INTERACTIVE VIRTUAL EVENT PLANNER
CREATE AN ENGAGING ONLINE EVENT

Use this worksheet to plan out a live online event using the 5 design principles for engagement.

1

SET EXPECTATIONS
What expectations need to be set in advance? How will you communicate them?

2

START EARLY
What engaging activity will you have on-screen as attendees join?

3

SELECT ACTIVITIES FOR MAXIMUM INVOLVEMENT
What introductory activities will you have that involve & include everyone?

4

CREATE A SOCIAL ENVIRONMENT
In what ways will you have attendees connect, communicate and collaborate?

5

SEEK & SUSTAIN ENGAGEMENT
What tools, methods, and activities will you use to keep attendees involved and engaged in the event?