



REALIZE YOUR EVENTS & RETREATS VIRTUAL ACTION PROGRAM

with Caterina Rando

Event Marketing/Production Success Graphics Checklist

- ___ Event logo/dominant image
- ___ Website banner (header)
- ___ Website footer
- ___ Custom email banner
- ___ Event ticket (optional)
- ___ Nametag custom template
- ___ Nametag ribbons (optional)
- ___ Event Flyer/sign-up sheet
- ___ Participant binder cover (for intro events branded folder)
- ___ Participant binder inside title page
- ___ Participant binder spine
- ___ Handout template header
- ___ Power Point template
- ___ Welcome to the event power point slide graphic
- ___ Event outside of room banner
- ___ Event inside the room banner
- ___ Lobby event sign

For group programs

- ___ Event custom journals _____ Program custom grad gift
- ___ Program certificates _____ Website badge for grads