



Association of  
Immunization  
Managers



## Immunization Champion Award Virtual Event Checklist

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### Before Event

- Determine event planning committee and confirm roles and responsibilities
- Confirm guest of honor and any invited speakers – make sure they have the registration link
- Determine date, time, length, agenda, and platform (Zoom, Teams, etc.)
- Create agenda
  - Welcome, keynote speaker, award presentation, words from the Champion, closing
- Begin marketing
- Prepare a method of evaluation of the event

### During Event

- Before the event starts, confirm all technology is functional and all last-minute questions receive answers
- Capture attendance data

### After Event

- Send thank you to all partners and state Champion
- Send satisfaction survey to partners and collect feedback

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