

# INKWAZI CORPORATE EVENT LOADMAP

	PRE-EVENT			DURING EVENT			POST EVENT		
	PLAN & ARCHITECT			EXECUTE			EVALUATE & REINFORCE		
SCOPE	DESIGN	DEVELOP	ONGOING	ONSITE	EVENT	INTERNAL	INTERNAL	EXTERNAL	
	PRODUCTION / PROJECT / PROGRAMME MANAGEMENT								
WHY	AGENDA DESIGN CALL FOR PAPERS	PRODUCTION DEVELOPMENT	REGISTRATION MANAGEMENT	GENERAL SESSION READINESS	EVENT EVALUATION LAUNCH	30 / 60 / 90 / 180 DAYS			
WHO	CALL FOR SPEAKERS	COMMUNICATION TEMPLATES	INT / EXT COMMUNICATIONS	BREAKOUT SESSION READINESS	EVENT EVALUATION RESULTS	KPI MONITORING			
WHAT	CALL FOR VENDORS	CONTENT DEVELOPMENT	FINAL CONTENT WORK	SPEAKER READINESS	POST EVENT COMMUNICATIONS	ATTENDEE ROLE BASED FOLLOW UP PLANS			
WHERE	PRODUCTION DESIGN	SPEAKER MANAGEMENT	FINAL SPEAKER PREPARATION	FINAL CONTENT READINESS	EVENT DEBRIEF	CROSS FUNCTIONAL FEEDBACK			
WHEN	LOGISTICS PLAN	LOGISTICS OPERATIONS	FINAL PRODUCTION WORK	LOGISTICS OPERATIONS	CONTENT PACKAGING				
SUCCESS CRITERIA	COMMUNICATION PLAN	EVALUATION PROCESS	LOGISTICS OPERATIONS	SOCIAL EVENT GO-LIVE	CONTENT DISTRIBUTION				
BUDGET	STAKEHOLDER MANAGEMENT PLAN	REGISTRATION SITE	AWARD MANAGEMENT	INFORMATION DESK					
ROLES & RESPONSIBILITIES	AWARDS CEREMONY	SOCIAL EVENT PLANNING	SOCIAL EVENT MANAGEMENT	VIP MANAGEMENT					

