FLOWCHART FOR ORGANISING AN UPSIGN WEBINAR OR EVENT v3 JULY 22

**Must Be I week before event (min)**

**REJECT: IF TOO POOR OR MORE WORK NEEDED**

**Webinar Organiser** submit a fully filled UPSIGN word doc template [with all red areas written in good English] + basic version ………. 

 power point flyer

**SEND BACK IF CHANGES MADE**

**LEAD EDITORS**

**Jawwad / Madiha**

To review the documents within 48 hours if possible and make any changes or reject it

**MEDIA TEAM PERSON**

You are now in charge to coordinate the media and publicity. Make contact with **Webinar Organiser**

………. 

**READY TO GO LIVE**

**MEDIA TEAM PERSON**

To review the documents within 48 hours. If any changes are made, please get them checked.

**APPROVE**

**Must be sent 2 weeks before event (min)**

**MEDIA TEAM PERSON**

Set up Eventbrite according to the standard method.

complete the documents with event links

……… . 

**MEDIA TEAM PERSON**

Set up ZOOM according to the standard template method. See training video

**MEDIA TEAM PERSON**

**ONE WEEK BEFORE**

* Send Twitter to Madiha
* Send Facebook to Khalid
* Post on the relevant Whatsapp groups (USE FLYER as the image for whatsapp)
* Get others to post on other media

**MEDIA TEAM PERSON**

**ONE DAY BEFORE**

* Send Twitter to Madiha
* Send Facebook to Khalid
* Post on the relevant Whatsapp groups (USE FLYER as the image for whatsapp)
* Get others to post on other media

**MEDIA TEAM PERSON**

**FEW DAYS AFTER EVENT**

* Get the video of the event
* Top and tail the video using the flyer as the top and using the standard UPSIGN tail video
* Get it checked by Editors
* Write s short summary and distribute video link on youtube via key WhatsApp groups and check with the editors
* Try to get the video on our webinar web pages via whoever is in charge of website (optional to be done later if needed)