



## SUNFLOWER'S VIRTUAL EVENTS PACKAGE

With virtual events still a popular way to connect your team, clients and prospects, do you need help?

2020 and 2021 saw many events being cancelled..... it does not have to be this way! The possibilities in online and virtual events are endless. We have worked on many new and exciting projects over past few years, learned new skills, and created connections across the globe, all without leaving our desks!

Our virtual Sunflower support package, below, covers everything that we can do to bring your event online. There's no need to postpone or cancel again, we can create an interactive and stimulating virtual environment for your event and manage the whole process from start to finish.

Sunflower can take the stress away, giving you the time and space to focus on your content.

### PRE-EVENT:

- build and manage a bespoke registration portal
- advise on virtual event platforms
- consult on attendee pre-event communication
- curate your event agenda
- produce a detailed technical running order
- speaker management
- lead speaker technical briefings
- technical checks (including software updates)
- source and manage virtual entertainment/3rd party suppliers, e.g. comedic host
- supplier liaison
- contingency planning

### DURING THE EVENT:

- manage admittance throughout the event, with live delegate list updates
- moderate chat
- host 'Ask A Question...' or helpdesk profile in chat
- line up live feed of questions to speakers
- manage breakout rooms
- create and push out live polls
- share holding slides and play background music during breaks (and music stings)
- set and share a countdown clock
- run main slide deck, allowing remote control by speakers
- 'spotlight' panel sessions and speakers (and mute participants)
- manage the speaker green room
- run the helpdesk
- livestream to Facebook Live / YouTube Live / Vimeo

### POST EVENT:

- attendee communication and post-event survey
- review chat download, sharing key remarks
- post-event debrief and considerations for your next event

### BOLT-ONS:

- manage attendee communication
- design and distribute customised attendee packs (e.g. print, break-time goodies, branded gifts)
- produce edited video montage of footage and stills taken from the event
- livestream to Facebook Live / YouTube Live / Vimeo



**SUNFLOWER**  
EVENT TEAM

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