**Event Promotion Checklist Template**

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|  | Download event promotion checklist |
|  | Send out calendar invite |
|  | Create a [live countdown](https://countingdownto.com/) to event day |
|  | Create and distribute event promo posters |
|  | Promote during company meetings |
|  | Promote in company newsletters |
|  | Send info packs to department heads |
|  | Send out promo emails (one month prior) |
|  | Create promotional banners |
|  | Create digital signage |
|  | Create internal blog posts |
|  | Send out reminder emails (one week prior) |
|  | Post reminders / updates on social media |