

Post-event template

Event name - Post-Event			
Sales			
Target Date	Task	Owner	Notes
MM/DD	Test on-demand link		
MM/DD	Segment list		
MM/DD	Send list and follow-up templates to sales team		
Marketing			
MM/DD	Upload all content to event hub		
MM/DD	Send thank you emails with on-demand link		
MM/DD	Assign repurposing tasks		
Reporting			
MM/DD	Gather your event data		
MM/DD	Create report		