

JUGO

Jugo Event Checklist: Tips for a Successful and Engaging Online Event

We all want your first Jugo experience to be a huge success and, by following these simple steps, you will create an engaging experience for all attendees. Use this virtual event checklist to cover all the bases, from testing your equipment to engaging your audience with interactive tools. Follow these tips to create a memorable virtual event that will leave a lasting impression on your audience.



1. Check your invite:

Verify that the Jugo link is included in the invite. Provide clear instructions for joining and creating a Jugo account if needed.



2. Test your equipment:

Check microphone, camera, and internet connection. Use external microphone for clear audio. Test lighting and background.



3. Permissions:

Allow Jugo to access camera and microphone permissions by clicking "Allow" on the dialog box in Chrome/Edge when joining Jugo for the first time.



4. Prepare your space:

Choose a quiet, well-lit room with a clean, professional background. Avoid backlighting and remove any distractions or clutter.



5. Plan your content:

Create an agenda and share it before the event. Prepare your presentation materials and consider an icebreaker to engage attendees.



6. Rehearse your presentation:

Practice in advance and use Jugo's Join Rehearsal feature to test your setup.



7. Engage your audience:

Use interactive tools like polls, Q&A, and chat. Encourage participation and assign roles to other attendees to help manage the event.



8. Early Account Creation for Attendee Convenience:

Encourage attendees to create their Jugo account ahead of time for speedy access to the event.



9. Pre-Registration Deadline and Attendance Tracking:

Set a deadline for attendees to pre-register for the event. Keep track of the number of attendees who plan to attend.



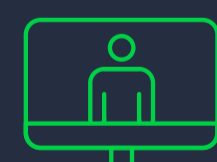
10. Event Content Submission:

Send the event content to your dedicated Customer Success Manager for uploading 24 hours prior to the event.



11. Early arrival of speaker and host:

Advise the speakers and host to join the event 15 minutes early to ensure a smooth start.



12. Confirm Attendee Readiness:

Have a pre-event chat to ensure that everyone has joined and is ready before starting the event.

Remember, preparation and engagement are key to a successful virtual event!

To learn more about Jugo, visit our [Help Center](#).