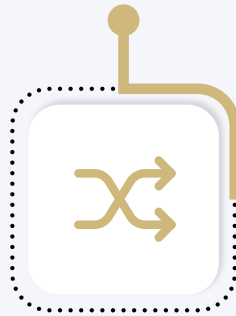# Checklist
Cvent Build

01
Gather Event Details in One Place

- Event Title
- Event Date/Time
- Event Location
- Event Planner Contact
- Graphics/Images
- Session details

02
Brainstorm the Registration Process

- What information would you like to collect from registrants?
- What is the capacity for the event?
- Will you allow guest/group registration?
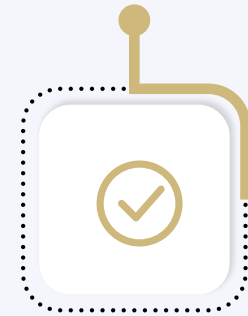- Is the event free or paid?

03
Create Engaging Visual Look and Feel

- On-brand colors and fonts
- Images, graphics and/or video
- Accessibility options for images and event emails
- Flow of the event website and registration process

04
Test, Get Approval, and Launch Event

- Test the process with colleagues for feedback
- Send your event for approval by your UCCS eComm team
- Make event features live to officially launch after approval
- Use weblinks to promote and share your event