

Checklist: Event Planning - World Wild Web

Review this list to make sure you receive the best possible evaluation outcome for your work. If you have question as your teacher.

Did I remember to...		Did I Remember?
1	Open your site with a WELCOME page hosting the event title and all other important 5Ws answers (who what when where why) ?	
2	Create a media page with sample music, videos of local town or city, and other relevant video?	
3	Create a “Find Us” page with a map, driving directions and nearby accommodations?	
4	Create a page explaining who each of the music acts are with images and write ups for each act?	
5	Create a fake sponsors page (Keep these school appropriate) ?	
6	Create a fake contest page that allows fans to fill out a form for a draw or something else?	
7	Consider adding other pages?	
8	Prepare your website for presentation to your teacher and potentially the world?	
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