

PROJECT EVENTS

Key requirements for projects

- ✓ Minimum 1 event
- ✓ Obligatory communication elements present and visible
- ✓ Speeches & presentations in the language of the audience (translation available, if needed)
- ✓ PPT template used for presentations
- ✓ Promotional materials available in HU and SR, and if applicable in EN
- ✓ Photos from the event
- ✓ Permissions to make the photo/video recording public

BEFORE THE EVENT

Planning

Know your goal!
Know your audience!
Prepare the messages accordingly!

Logistics

Budget
Venue
Tech equipment
Catering
Translation
Photo (and video)

Information & publicity material

Agenda
Invitation
Registration sheet
Speeches & presentations
Promotional material
Press release (advisable)

Social media & website

Posts announcing the event

Back Office

(for announcing and promoting the event)
Before project event form uploaded 10 business before the event

AT THE EVENT



Roll-up banners and/or PPT screen next to the speakers



Promotional material (HU and SR, and EN) visible



Enough space for the photographer to move and take photos



Media interviews next to the Roll-up banners or the PPT screen

AFTER THE EVENT

Social media & website

Posts about the event with photos, and video clips (if available)

Media

Press release distributed right after the event (advisable)

Back Office

After project event form uploaded 2 business days after the event
5 best photos from the event uploaded 2 business days after the event
Photo captions (After project event form)
Media coverage uploaded 7 business days after it was published

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*Good neighbours
creating
common future*