

Universe: Monthly Networking Event Checklist

- Event Description:
 - SPEAKER
 - Bio & Headshot, if applicable
 - SPONSORS
 - Logo & hyperlink, if applicable
 - AGENDA
 - Time matches event start and end time

- Date & Time:
 - Correct date & time, also included in the AGENDA

- Location:
 - Venue address entered

- Tickets:
 - Early Bird tickets expire Sunday prior to event at 11:30PM
 - Capacity is reflective of Venue (correct # of tickets per type allowed)