**The Veterans Experience Action Center (VEAC) CHECKLIST**

* **VBA, VHA, NCA, DVA leadership VEAC support pledge\*\* (V-120)**
	+ Promotion of each administration as primary service partner
* **Location that will support VEAC \*\* (V-120)**
	+ Space
	+ Secure WiFi
	+ AC/Heat
	+ Electrical
	+ AV capability
	+ Communication
* **Community Partner (CVEB) actions (V-100)**
	+ Formal Invitations sent\*
		- CVEB
		- Major non-profits such as ARC, AWP, Mission United, America Serves
		- Local and state government departments
		- Veterans Service Organizations
* **VEAC development working group (V-100)**
	+ VEO
	+ VBA, VHA, NCA and Vet Center
	+ Local and State government, Veteran focused state agency program offices
	+ Previous VEAC leaders from VA and community (Continuity and best practice)
* **Event marketing (V-90-0)**
	+ Social media site (Facebook)\*
	+ VA press release
	+ Host organization press release\*
	+ CVEB event communication (Twitter/Eventbrite) \*
* **Media coverage (V-30-0)**
	+ Print, radio, TV
	+ Facebook live broadcast on event Facebook page
	+ Positive Veterans stories
* **Impact assessment (V-0)**
	+ VEO questionnaire (3E&Trust) \*
		- Administered by local government or community partner\*\*
		- VEO analysis, trend development and recommendations
		- Sharing for review to all primary VEAC partners
	+ Standardized output numbers (enrollment, filings, appointments etc.) \*
	+ VEAC Staff daily and final AAR\*
		- Recording of AAR and trend development

**\*Denotes items included in the VEO VEAC Toolkit \*\*Denotes key to success factor**