**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**