

Webinar Preparation Checklist



Organizing the event: (7 – 21 days before the webinar)

Have you...

- Chosen** a web-conferencing software appropriate to the webinar's goal?
- Confirmed** the number of seats the web-conferencing software can accommodate?
- Chosen** a date and time that is convenient for most participants and which is likely to have good internet and electricity availability?
- Sent** invitations 1-3 weeks ahead of time?
- Included** the link, password, and dial-in number in the invitation?
- Included** read-ahead materials, including the slides from the webinar?
- Determined** whether you need to send headsets to participants?

Co-hosting: (3-14 days before the webinar)

Have you...

- Identified** a co-host who is knowledgeable on your web-conferencing system?
- Discussed** who will monitor chat?
- Discussed** who will read the chat comments aloud during the session?
- Discussed** who will mute/unmute speakers?
- Discussed** who will monitor clear the response emoticons?
- Discussed** who will trouble-shoot technical issues?
- Discussed** whether you will have participants enter on mute or not?
- Discussed** whose account will you use to open the webinar session?
- Confirmed** that you can share hosting permissions with your co-host on the web-conferencing system?
- Conducted** a test run with your co-host to time the presentation, practice the roles, and test the equipment?

Starting the webinar: (5 – 15 minutes before the webinar)

Have you...

- Alerted** everyone if you are going to record the session?
- Turned** on the recording before you start discussing the content?
- Reviewed** briefly the functionality buttons with the audience?
- Alerted** the audience to the microphone and camera policies for the call?
- Started** a timer to help you manage your time?
- Given** participants a chance to state their expectations for the call or to briefly introduce themselves?

Setting up for the presentation: (1-2 hours before the webinar)

Have you...

- Set** your camera at eye level or just a little higher so you are looking into the camera when you speak?
- Placed** the camera so light is not shining behind you?
- Removed** clutter from behind where you are planning to sit?
- Found** an empty-or near-empty wall space to have behind you?
- Put on** a solid color shirt?
- Found** a quiet location?
- Found** a headset with microphone that works with your computer?
- Tested** a back-up mobile/portable hotspot in case your internet connection drops?
- Turned off** all applications and webpages that are not needed?
- Closed** Bluetooth if you need to save electricity?
- Opened** the files and webpages that you want to show?
- Turned** your device's battery setting to Power Saver mode to maximize battery life?
- Plugged** your device into an electric socket?
- Made** sure your device's battery is fully charged?
- Identified** and tested a back-up source of power?
- Opened** the webinar meeting room at least 40 minutes before the official start of the session?
- Tested** microphone and speakers?
- Shared** hosting rights?
- Placed** a cup of water, blank paper, and a pen near your work area?
- Practiced** saying your script and using your equipment?
- Printed** your papers and put them in a binder?