**GENERAL WEBINAR TEAM CHECKLIST:**

(\*applicable for all team members)

1. **Day of Webinar**
   * **Be ready at least 15 minutes prior to the scheduled start time (at least 30 minutes early if you are the presenter or producer).**
   * **Headphones with mic** (Use a set with a microphone. It can be done without, but audio quality is better for the audience and you with a microphone).
   * **Other best practices include:**
     + Close unneeded tabs or windows
     + Clean up your desktop, save what you need there
     + Turn off notifications in group chats or other messaging systems. Often you can choose options such as ‘Do not Disturb.”
2. **Day of Webinar**
   * **Helpful Shortcuts:**
     + ALT + TAB – allows you to cycle through the different windows you have open.
     + CTRL + TAB – allows you to cycle through your different tabs
3. **Post Webinar**

* Were there any issues during the webinar that you should make sure the team is aware of? Some examples might include:
  + The presenter’s internet connection was cut out while demonstrating how to use the eligible expense list.
  + The presenter’s email (or other item) momentarily showed on screen as they adjusted the screen-sharing
  + The control panel in the webinar itself changed or was updated by the platform. IE there are new items that require research before your next webinar.

**PRESENTER CHECKLIST**

**I. Prior to Day of the Webinar:**

* Review the Script and PowerPoint.
  + Save a copy of the Script and PowerPoint to your desktop.
    - Should there be any odd connection issues (internet, zoom, interference) having a copy saved to your desktop means you will not have to download these items and potentially wait for them to process for a long period of time. It also tends to present with less lag.
  + Review the script and ensure that these items are complete and accurate:
    - There are no outstanding notes or comments from reviewers still to be completed.
    - When directions are given (to attendees, and to producer or internal team) they refer to, and use [appropriate webinar platform] terminology.
    - Resources are appropriately linked.
    - If there are interactions or live demonstrations, you understand how that interaction will occur and feel comfortable navigating through this sequence.

**II. Day of Webinar**

* **Have these items ready for use:**
  + **Presenter Screen** 
    - The slide deck or other visual aid
    - Any other websites, resources, or materials you intend to present as a part of the webinar
    - Webinar script
    - Team chat [outside of the webinar itself, often Google Chat, Microsoft Teams, etc.]
* **30 minutes prior to the start of the webinar, reach out to your SMEs and your producer via Team chat.**

**PRODUCER CHECKLIST**

1. **Prior to Day of the Webinar**

* **Review the Script and PowerPoint.**
  + Save a copy of the Script and PowerPoint to your desktop.
    - Should there be any odd connection issues (internet, zoom, interference) having a copy saved to your desktop means you will not have to download these items and potentially wait for them to process for a long period of time. It also tends to present with less lag.
  + Review the script and ensure that these items are complete and accurate:
    - There are no outstanding notes or comments from reviewers still to be completed.
    - When directions are given (to attendees, and to producer or internal team) they refer to, and use [appropriate webinar platform] terminology.
    - Resources are appropriately linked.
    - If there are interactions or live demonstrations, you understand how that interaction will occur and feel comfortable navigating through this sequence.

1. **Day of Webinar**

* **Have these items ready for use:**
  + **Emergency Presenter Screen** (or a dedicated screen that is ready to present if need be).
    - The PowerPoint or visual aid
    - Any other websites, resources, or materials you intend to present as a part of the webinar
  + **Producer Window/ Screen** (keep the items that you will use on the back end together so that if you need to present last minute or as a patch while the presenter troubleshoots you aren’t showing any internal windows).
    - The script
    - Team chat [outside of the webinar itself, often Google Chat, Microsoft Teams, etc.]
* **30 minutes prior to the start of the webinar, reach out to your SMEs and your presenter via Team chat.**

**PANELIST CHECKLIST**

1. **Prior to the day of the Webinar**

* **Review the content of the webinar and ensure that you feel comfortable enough with the material to answer attendee questions.**

1. **Day of Webinar**

* **Have these items ready for use:**
  + **Webinar FAQ document** (or a dedicated screen that is ready to present if need be).
    - Any other websites, resources, or materials that will support you during the webinar event
  + **Team Chat open and ready** [outside of the webinar itself, often Google Chat, Microsoft Teams, etc.]
* **15 minutes prior to the start of the webinar, reach out to your producer and presenter via Team chat.**