

# MEB's Amazing Webinar Checklist and Templates

## PLANNING CHECKLIST

- \_\_\_ Title of webinar: \_\_\_\_\_
- \_\_\_ Webinar time and date \_\_\_\_\_ (& GMT equivalent)
- \_\_\_ Speaker(s) \_\_\_\_\_
- \_\_\_ Schedule practice session \_\_\_\_\_
- \_\_\_ Get sign-off on the speaker's agreement
- \_\_\_ Get description of talk from presenter OR write and get OK from speaker
- \_\_\_ Schedule webinar on webinar host (GoToWebinar)
- \_\_\_ Post announcements on lists, web sites
- \_\_\_ Add to web site calendar
- \_\_\_ Get speaker's bio
- \_\_\_ Create intro PPT slide
- \_\_\_ put all the appropriate reminders in my calendar:
  - Announcements on lists 2 weeks prior and the day prior to the webinar
  - Remind myself day before webinar to do my checklist items

## PRACTICE DAY

- \_\_\_ re-send the invitation to the speaker, with reminder to use (landline) phone & the equipment they will be using for the live webinar

## DAY BEFORE WEBINAR

- \_\_\_ Do I have the speaker's slide deck and any handouts?
- \_\_\_ Write the intro
- \_\_\_ post reminder on list, pointing people to any available handouts and slide deck
- \_\_\_ load the handouts and slide deck on the webinar archive web site
- \_\_\_ Send intro, intro slide deck and speaker slide deck to backstage buddy

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## DAY OF WEBINAR

- \_\_\_ Check for last minute registrations to approve (close registrations 60 minutes prior)
- \_\_\_ Log in early, load intro slide, watch for questions
- \_\_\_ Make sure backstage buddy has Administrator privileges
- \_\_\_ Turn recording on prior to start of webinar

## AFTER WEBINAR

- \_\_\_ edit recording
- \_\_\_ Upload to media hosting site (Screencast)
- \_\_\_ Create landing page, link to it from main webinars page
- \_\_\_ Publicize the recorded webinar on lists
- \_\_\_ Send email to all registrants with link to the recording

Sample text:

Hi, and thanks for registering for last week's webinar, "asdfasdf." The recording of this webinar is now available at <link>.

You can see a list of upcoming webinars and listen to other webinar recordings at <link>. The Webinar Team welcomes your suggestions for speakers or topics for upcoming webinars.

- \_\_\_ Go through post-webinar survey responses and attendee report. See attention level, suggestions for new topics. Add to metrics spreadsheet. Forward or follow up on inquiries.

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## INTRO

Welcome to the latest <organization/series> webinar. I'm \_\_\_\_\_, chair of the webinar team, and team member \_\_\_\_\_ is supporting us backstage.

Today's webinar is \_\_\_\_\_

First, a disclaimer:

<insert any required disclaimer>

[ ... pause ...] [this makes editing the recording easier]

I have a few quick housekeeping items.

You can download a copy of the slides if you would like to be able to take notes as we go along from the GoToWebinar control panel. Just click the Handouts tab down at the bottom of the panel.

If you have any technical questions, you can send a chat message to \_\_\_\_\_ (backstage buddy).

If you want to ask questions of our speaker, just use the Questions box in the GoToWebinar control panel.

We will be recording this webinar and I will make an announcement on the list when the recording is available. You can see past webinar recordings in the members-only area of <link>

[ ... pause ...]

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I'd like to introduce our speaker, \_\_\_\_\_.

<insert speaker's bio>