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, “asfasd fasdf.” 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.
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>
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I’d like to introduce our speaker, ________________________________.

<insert speaker’s bio>