Live Webinar Planning Checklist

This checklist will help you organize your resources and personnel in preparation for a LIVE Webinar.

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| --- | --- |
| * Select Webinar Topic |  |
| * Write Headline (140 char max) |  |
|  |
| * Write Description |  |
|  |
|  |
|  |
| * Date |  |
| * Time |  |
| * Recurring? | YES or NO |
| * Organizer |  |
| * Presenter(s) |  |
|  |
|  |
| * Panelists |  |
|  |
|  |
| * Set Up Registration |  |
| * Set Up Registration Lead Bridge |  |
| * Create Registration Survey |  |
| * Set Up Webinar Alerts (email) |  |
| * Set Up Webinar Alerts (SMS) |  |
| * Set Up Webinar Alerts (voicemail) |  |
| * Create Presentation |  |
| * Create Handouts |  |
|  |
|  |
| * Create Bonuses |  |
| * Create Poll Questions |  |
| * Question Management and Engagement Strategy | Chat – Phone – VoIP -- email |
| * Public Relations and Advertising Strategy |  |
| * Schedule Practice Session |  |
| * Recording Plan(s) |  |
| * Evaluation Tools |  |
| * Tracking |  |
| * Follow Up |  |
| NOTES |  |