Live Webinar Planning Checklist

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

|  |  |
| --- | --- |
| * 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 |  |