



## Webinar Prep Checklist

Created by Julie Perrine – January 2013

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### 60 minutes prior to the start of the webinar

- Phone line plugged into wall (in home office)
- Computer turned on
  - Computer audio muted
  - Email open
  - Presentation or Webinar platform loaded/logged in
- Phone wall jack plugged in
  - Headset plugged in
  - Dial-in info
  - Backup recording headset
  - Backup recording instructions
- Cell phone on vibrate
- iPad on Silent / Do Not Disturb
- Speaker notes and resources spread out and ready
- Pens

### 20 min. prior to Webinar Start Time

- Take a refreshment break
- Get a fresh bottle of water
- Place “do not disturb” sign on office door

### 10-15 min. prior to Webinar Start Time

When Dialing In:

- Press \*70 on phone to turn off call waiting during the call

Immediately before the webinar begins:

- Connect to the backup recording line to start backup recording.
- Press RECORD on recording line within the webinar platform directly.
- If needed, unplug power cord on laptop to avoid hum.