



WEBINAR RUN-THROUGH CHECKLIST

The purpose of this document is to provide a template for a webinar run-through meeting. This is the meeting where everyone involved in the webinar meets online – presenter(s), moderator(s) and facilitator(s). The primary objective of this meeting is to ensure that live webinar program runs smoothly. Edit this checklist as appropriate for each program. Write in your webinar information in the top fields.

	WEBINAR TITLE:
	LIVE PROGRAM DATE & TIME [U.S. EASTERN]:
	RUN-THROUGH DATE & TIME [U.S. EASTERN]:
	PRESENTER(S):
	MODERATOR(S) & FACILITATOR(S):
	RUN-THROUGH MEETING AGENDA
	1. Welcome
	2. Introductions -- have a question ready to help everyone connect like "What's your best webinar experience to date?"
	3. Technical checks – Telephone, Web Conference, Streaming Audio, Streaming Video, Mouse batteries
	4. Confirm Day/Time of program – Double-check time zones!
	5. Cover general program flow and agenda timing, and how you/Moderator will manage over-runs
	6. Check to see if the presenter(s) can stay late if a lot of Q&A comes in
	7. Make sure the presenter(s) they have the presenter checklist
	8. Confirm how the presenter(s) wish to be introduced



	9. Ensure they commit to providing FINAL slides at least 2 days before program
	10. Discuss a couple default Q&A questions (in case few come in)
	11. See what interactivity tools (chat, Q&A, polls, annotation) they want to use
	12. Answer remaining questions/concerns
	13. Satisfaction survey – Questions, sharing the results
	14. Thank You's and Close

