

No-Worries Webinar Checklist



- Bandwidth Check:** Turn off or disconnect non-essential devices from the Internet.
- Connection Check:** Test your Internet connection in the Webinar Studio - use a hardwired connection if possible.
- Power Up:** Check that the device you're presenting on is plugged in.
- Background Check:** Nothing distracting or unprofessional-looking in the background.
- Notifications:** All rings, dings, and pings on every nearby device is disabled.
- Lighting:** Face a good light source, like a window or ring light.
- Cam & Mic:** Webcam and microphone are connected and tested in the Webinar Studio.
- Cam Position:** Webcam is at eye level, not too close or too far.
- Earphones?** If co-hosting, sharing external video, or allowing audience webcam share, use earphones.
- Slides:** Slideshow is uploaded, or ready for screen share.
- Other Elements:** Websites, video files, apps, and any other element to share with the audience is open and ready
- Engagement Tools:** Polls, Handouts, and Offers are embedded into the presentation.
- Attitude:** I'm in the right headspace, and excited to share something awesome with my audience.