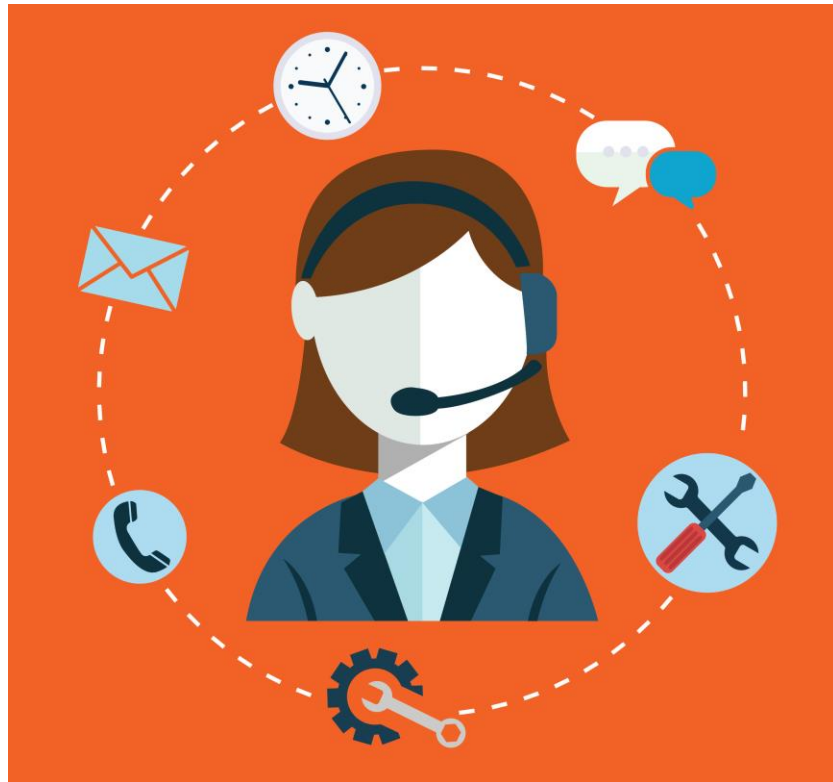# Teleseminar/Webinar Countdown Checklist

with

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Introduction:

You want to pull your webinars and teleseminars off smoothly and look like a pro. The key to this is planning and preparation. I have a "pre-flight checklist" that I use before I start every webinar and teleseminar I give. I'm sharing this with you so you can launch your webinars stress-free and look like a pro too.

Teleseminar/Webinar Countdown Checklist

30 min before Teleseminar/Webinar

- ☐ Close all windows (to avoid outside noise)
- ☐ Have a glass of room temperature water to drink
- ☐ Have a box of tissues (to blow nose when muted)
- ☐ Have hardcopy printout of handout in front of you (incase your computer crashes)
- ☐ Have bridgeline numbers with guest code AND moderator code printed in front of you
- ☐ Have cell phone charged and ready to go (in case of power outage)
- ☐ Have the conference codes handy so that you can mute and un-mute the line, etc.
- ☐ Turn on instant messenger (if using it with recording people or other moderators)

5 to 15 Minutes Before Teleseminar/Webinar

- ☐ Click on the control panel link for the event that's live.
- ☐ (Optional) Show the first slide of your presentation
- ☐ Choose the conference mode for live callers

Starting the Teleseminar/Webinar

- ☐ If using a phone, do *70 before dialing in to turn off call waiting
- ☐ Call in 10 min early to test the bridge lines are working correctly (Connect with the host dialing or web call instructions)
- ☐ Make sure you tell the callers that the call is being recorded
- ☐ Turn on backup recording
- ☐ Start the recording
- ☐ (Optional) Play intro music
- ☐ Begin your conference

During Teleseminar/Webinar

- ☐ Monitor questions
- ☐ Monitor "raised hands"
- ☐ Monitor the webcast timer and add more time as necessary

End of Event

- ☐ (Optional) Play "outro" music
- ☐ End the event to initiate the replay
- ☐ (Optional) Place all guests on hold and debrief with hosts

After the Teleseminar/Webinar

- ☐ Save your recording
- ☐ Post recording to your website
- ☐ Send a broadcast to your list that the recording is available
- ☐ Update your webpage to take out the date of the teleseminar
- ☐ Update your autoresponders to take out the date and the bridge line numbers

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Instant Teleseminar

We recommend Instant Teleseminar as your teleseminar/webinar tool:
http://www.InstantTeleseminarEvent.com