

Evergreen Webinar Checklist

This checklist will help you organize your resources and personnel in preparation for an automated Webinar.

<input type="checkbox"/> Select Webinar Topic	
<input type="checkbox"/> Write Headline (140 char max)	
<input type="checkbox"/> Write Description	
<input type="checkbox"/> Date to Record Introduction	
<input type="checkbox"/> Date to Record Webinar	
<input type="checkbox"/> Review the Webinar	
<input type="checkbox"/> Notations about Time	Poll commence and end
<input type="checkbox"/>	button
<input type="checkbox"/> Day(s)	
<input type="checkbox"/> Time	
<input type="checkbox"/> Recurring?	YES or NO
<input type="checkbox"/> Organizer	
<input type="checkbox"/> Presenter(s)	
<input type="checkbox"/> Panelists	
<input type="checkbox"/> Set Up Lead Registration Page	
<input type="checkbox"/> Set Up Web Form	
<input type="checkbox"/> Create Registration Survey	
<input type="checkbox"/> Create Thank You Page	
<input type="checkbox"/> Set Up Webinar Alerts (email)	
<input type="checkbox"/> Set Up Webinar Alerts (SMS)	
<input type="checkbox"/> Set Up Webinar Alerts (voicemail)	
<input type="checkbox"/> Create Presentation	

<input type="checkbox"/> Create Handouts	
<input type="checkbox"/> Create Bonuses	
<input type="checkbox"/> Create Poll Questions	
<input type="checkbox"/> Question Management and Engagement Strategy	Chat -- email
<input type="checkbox"/> Public Relations and Advertising Strategy	
<input type="checkbox"/> Schedule Practice Session	
<input type="checkbox"/> Recording Plan(s)	
<input type="checkbox"/> Evaluation Tools	
<input type="checkbox"/> Tracking	
<input type="checkbox"/> Follow Up	
NOTES	