Webinar Planning Checklist

The following checklist will help you track the completion of tasks necessary for planning a successful Webinar. Some tasks can be completed concurrently.

Task	Assigned to:	Date Completed
Research Webinar platforms and select the most appropriate one (including the completion of any agreements or contracts)		
Select Webinar topic		
Select moderator and speaker(s)		
Choose Webinar date and time (including length)		
Develop registration procedures		
Create materials		
Develop and implement publicity strategy		
Prepare question management strategy		
Determine how materials will be made available to participants and others		
Hold practice session		
Select evaluation method and tools		
Follow up (e.g. outstanding questions)		