Live Event Checklist

5 to 15 Minutes Before Event Start

- Click on the control panel link for the event that’s live — N/A
- Choose the conference mode for live callers — Who’s Here
- (Optional) Show the first slide of your presentation — Slides
- (Optional) Connect to the Live Chat and greet the guests — Chat
- (Recommended) Close other programs on your computer — N/A

Caution: Having other internet connected programs open may cause problems with web call connections

Event Start

- Connect with the host dialing or web call instructions — Connect

Caution: As soon as hosts connect, they are broadcasting by default
- Start the recording — Recording
- (Optional) Play intro music — Audio
- Begin your conference — Slides or Who’s Here

During Event

- Monitor text questions — Q&A
- Monitor live chat — Chat
- Monitor “raised hands” — Who’s Here
- Monitor the webcast timer and add more time as necessary — Webcast

Caution: If the webcast timer reaches zero and you’re not done, the recording will be cut off

End of Event

- (Optional) Play “outro” music — Audio
- End the event to initiate the replay — Webcast
- Place all guests on hold and debrief with co-hosts — Who’s Here