

# Live Event Checklist

## 5 to 15 Minutes Before Event Start

Control Panel Tab

- ☐ 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