

## PRIOR TO PRESENTATION

- Send producer abbreviated introduction
- Send questions to feed me in event of “crickets” during Q&A time
- Find out if client has a preference for polling within platform vs. outside program
- If doing polls, submit questions to client prior and build slide into PPT Deck as a placeholder
- Confirm that client’s producer is an experienced producer

## TECH REHEARSAL CHECKLIST

- Practice introduction and handoff from client to me
- Discuss ending. Who will close? Is there a survey? How much time for Q&A?
- Test:
  - Sharing my screen
  - Slide transitions
  - Music and videos
  - Polling software
- Annotation Tool
- Check microphone(s) and lighting quality
- Coach producer how to use person’s first name when feeding me a question
- Ask producer to wave to me to get my attention if needed
- Verify if recording is taking place
- Handouts: Sent prior? Using link?
- Verify time to sign in on LIVE date (one-hour prior)
- Set up Aftercare call to follow presentation

## DAY OF CHECKLIST

- Use Ethernet cable
- Microphone options: Webcam, 2nd external mic, Laptop mic, Phone
- 2nd monitor for Chats and Q&A
- 2nd laptop, signed in as participant
- Have Dial-in number and conference ID available
- Adjust Zoom to share video or music
- Silence phone
- Exchange text with producer and keep phone texts open
- Remind producer/client to wave if they are having technical issues
- Put SILENCE signage on doors
- Shut off furnace fan/AC/other fans
- Non-glare glasses/Lipstick/Powder on shiny spots
- Lights: LED’s, Selfie lights, Ring
- Lights: Batteries vs. Power cord
- Adjust blinds
- Check for shadows
- Shut off overhead lighting
- Kleenex/Lozenge/Water
- SMILE sign
- Verify RECORDING
- Verify CHAT comments will be saved

## AFTER PRESENTATION

- Send thank you note to client and producer
- Review Chat comments prior to Aftercare call
- Ask for recording of presentation