



Webinar Checklist

1 Week Before

- Order campaign from Steep
- Send Steep slides & headshot
- Approve proof
- Pay Invoice
- Order any required equipment (camera, light, mic)
- Watch Steep webinar training video

1 Day Before

- Test webinar software
- Practice opening story
- Practice closing story
- Confirm you have login/launch link to host webinar
- Review technical webinar training video

Day of Webinar

- Plan to be in a quiet place to record
- Ensure no “dated” materials are visible on camera (Christmas trees, etc) if you plan to use this recording on demand later
- Prep staff or family for help with webinar broadcast

Before Webinar

- Turn off your cell phone
- Close memory hogging applications on your computer
- Close applications with notifications or sounds
- Prepare a quiet place for your webinar
- Check connection with mic & camera
- Setup lighting or other equipment
- Login to your webinar host software
- Test mic connection
- Test video connection
- Confirm slides are loaded correctly
- Confirm any files you will share are loaded correctly
- Confirm Calendly/offer is loaded correctly
- Have staff ready to help moderate if needed
- Enable/disable chat within webinar

