# Webinar Checklist

## Internal Notification (key internal teams) – It’s a good idea to let the following teams know the details of your information session, as they play a vital part in informing the public, publishing to the website, promoting on social media, and ensure our internal systems are ready for upcoming enquiries and applications.

 Marketing and Communications Team

 Information Service Centre

 Client Services

 Central Enrolment Team

 BASIS Support Team

## Assign Roles - Production Team

**Organiser** will be a member of the Marketing Team will be the organiser for your live events, we will create your events in Microsoft Teams and invite your team members who are joining, we will not present but this will enable us to check your event setup and access the after event resources like the webinar recording.

 Producer

 Presenter

 Moderator

 Contingency plan if someone is absent

## Presentation Content

 Content prepared in shareable format such as PowerPoint

 Content and formatting quality checked

## Test Event

 Setup in Microsoft Teams for a date and time prior to Live Event

 Permissions and settings match those of the Live Event (ie Q&A panel)

 Attendees – production team and one attendee

 Complete test run

## Day of Event

 Production Team join at least 20mins prior to the Live Event