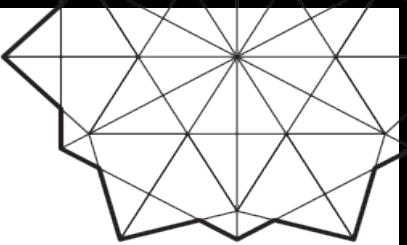


WEBINAR

Checklist

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- ❖ Choose your outfit based on the end use of the webinar and if it will be hosted on particular page on your website
 - Do an appropriate amount of hair, makeup or grooming for your brand.
 - ❖ Remember this could be the first time people are seeing you
 - Setup lighting and background. I test this using Quicktime, so on
 - ❖ Quicktime I select New Movie Recording and then move my screen around and position the lighting until I'm happy
 - ❖ Check the sound quality of your computers built-in mic and consider attaching a lapel mic
 - ❖ Shut down all background noise. (Things like fans and heaters, and close all doors and windows to eliminate all street sounds. Don't forget to put your phone and all devices to silent!)
 - ❖ Vocal warm up – on the morning of the event run through your vocal warm-ups and tongue twisters
 - ❖ Decide on your version of the Pre-Game 'Dance Party' and practise this beforehand
 - ❖ Check your slide deck for all typos and ensure all builds are working properly and any links you mention are correct
 - ❖ Rehearse, Rehearse, Rehearse: Present your webinar at least 3 times before going live and change any sentences that sound inauthentic or are just plain too tricky to vocalise!