Zoom: Pre-Webinar Checklist for Hosts

If you're hosting a Zoom Video Webinar, these steps will help you create the best experience for your panelists, co-hosts, and attendees.

Note: If this is your first time hosting a Zoom webinar, consider signing up for a Zoom Webinar Training to become familiar with the tool.

https://support.zoom.us/hc/en-us/sections/200324965-Video-Webinar

2+ Weeks Before

- Confirm the date, time, title, and description for your webinar.
- Assign webinar roles: host, co-hosts, panelists, and attendees.
- Schedule the webinar.
- Meet with panelists to confirm the webinar's structure and content.
- Decide whether your webinar will require attendees to register.
- Request any necessary permissions:
    - If your webinar includes up to a maximum of 500 attendees.
    - If you are expecting attendees from other countries, request an international dial-in code.

1 Week Before

- Review the webinar and account settings to confirm they're to your liking.
- Finalize your presentation; add poll questions as needed.
- Check your list of attendees:
    - Encourage attendees to download the desktop client or app before the meeting
    - In the unlikely event that attendees do not have a computer and can't call into the webinar because of long-distance restrictions, consider applying for a Zoom toll-free phone number.
- Host a tech rehearsal to review the features of Zoom Video Webinars.

30 Minutes Before

- Start the webinar at https://zoom.us/webinar/list or via your host calendar appointment.
- Enable Practice Session so that only the host and panelists can join
    - Greet panelists and review everyone's roles
    - As panelists join, confirm that their audio and video are running smoothly
- Set up and manage webinar tools:

- **Chat**
  Click the **More** menu at bottom to allow or disable attendee chat.
- **Participants**
  Click the **More** menu at bottom to allow panelists to start video and mute on entry.
- **Q&A**
  Click the **Options** menu at top to allow or disable anonymous questions.
- **Polls**
  Select **Polls** to prepare to launch the poll.

15 Minutes Before

- Run a final audio, webcam video, and content sharing test.
- Review your host controls.

5 Minutes Before

- Mute all panelists; they will remain muted until the presentation starts.
- Use the **broadcast** button to move from practice to start mode and allow attendees to join.
- Attendees will join muted; they will be able to see and hear panelists.
- Moderator: welcome the attendees and let them know you'll be getting started soon.

Webinar Start Time

- Start recording (unless you have enabled automatic recording).
- Unmute yourself and start the video.
- Begin the presentation with welcome and housekeeping items (sample housekeeping slides).
- Confirm that other presenters are ready to be unmuted and video is on.
- Monitor Q&A or chat for technical concerns from attendees.

After Your Webinar

- Trim the webinar recording.
- Send a follow up email to attendees:
  - Be sure to include the webinar recording.
  - Include a call to action (what you want them to do next) - for example, a post-webinar survey link.