

Day of Event Checklist for Producers

Use this checklist to ensure that you are prepared for your next virtual event.

Participants have been sent:

- preparation instructions
- test link or installation instructions for virtual platform
- logistics such as links, passwords, and audio information
- participant materials to print
- contact information for questions or technical support

Facilitator and Producer have materials ready:

- slides
- facilitator / producer notes
- instructions for all activities and exercises
- contingency plans

Equipment is ready:

- Computers and equipment have been checked and tested.
- Applications and necessary files are open, available, and ready. All non-essential applications are closed.
- Audio, such as telephones or microphones, have been tested.

Facilitator and Producer are physically ready:

- Delivery area is ready (free of distractions, glass of water available, and so on)

Platform is ready:

- Room is opened at least 30 minutes in advance for preparation
- Participant privileges have been granted as needed.
- Share documents and other resources are uploaded.
- Correct panels are visible.