

KY-TN WEA Webinar Planning Schedule

Due Dates	Planning Tasks
	Define objectives, target audience and desired outcomes
	Determine topic
	Recruit speakers and support team
	Organizer / Facilitator
	Presenter (s)
	Assistants (Technical Issues, Questions)
	Determine format
	Number of speakers
	Interview / Facilitate
	Panel Discussion
3 months in advance	Create Agenda, Select Date and Time
3 months in advance	Submit KY-TN WEA Event Setup Form to Contract Staff and Executive Director
10 Weeks in Advance	Review CEU Approval Request Forms prepared by contract staff (if applicable) - staff will submit to the states
	Plan Visuals
	One topic per slide
	3 to 4 bullets maximum per slide
	Schedule a Dry Run
	Introduction to Participants
	Introduction to webinar tools and features (Welcome slide)
	Equipment check
	Review of Agenda and Visuals (Proofread and test)
	Publicize
	Website, Email Blasts, Newsletter
	Conduct Webinar
	Join early – presenters at least 15 minutes early
	Interact with audience (polling, questions and answers)
	Emphasize main points
	Start and end on time