VIRTUAL CHECKLIST

PREPARE

Platform Selection
- ☐ Hardware, software, network
- ☐ Determine audience
- ☐ Determine objective
- ☐ Current and future use

Before you even begin ask yourself and your team, three questions:
- ☐ It is relevant?
- ☐ It is timely?
- ☐ Is it necessary?

Content creation
- ☐ Develop or modify existing content into virtual platform
- ☐ Create clear agenda
- ☐ Use multiple media
- ☐ Select appropriate facilitator(s) and tech support

Facilitator Preparation
- ☐ Facilitator notes and materials

Conduct a practice run
- ☐ Test all elements of the virtual setting

Participant Preparation
- ☐ Provide any and all information
- ☐ Participant tech requirements

CONDUCT

Leading up to start time
- ☐ Open early for tech support
- ☐ Have a tech troubleshoot plan

Go time
- ☐ Introductions
- ☐ Instructions and use of technology
- ☐ Follow agenda/learning objectives
- ☐ Provide clear next steps
- ☐ End on time

FOLLOW-UP
- ☐ Provide promised materials and resources
- ☐ Debrief

A few other tips and tricks:
- It's not about you
- It's not the same as in-person
- Focus on the variables you can actually control
- Be real, be sincere, be you
- Have fun!