

# Webinar Hosting Checklist

## Pre-webinar preparation

### 1. Create an event

- Log into Zoho Webinar.
- Schedule a new webinar event with title, description, date, and time.

### 2. Customize settings

- Configure registration options (open, closed, approval required).
- Set up automated reminder emails for registrants.

### 3. Create presentation

- Develop slides or multimedia content.

### 4. Practice delivery

- Rehearse your presentation for smooth delivery.

### 5. Create registration page

- Design a branded registration page within Zoho.
- Include key details and a compelling call-to-action.

### 6. Marketing outreach

- Share registration links via email, social media, and website.

### 7. Technical readiness

- Check your microphone, camera, and internet connection.

### 8. Log in early

- Access Zoho Webinar well in advance.

### 9. Check the audio and video

- Conduct final tests of audio and video settings.

### 10. Use interactive features

- Set up polls, Q&A sessions, and surveys.
- Encourage attendee participation throughout the webinar.

### 11. Assign moderator roles

- Designate someone to handle technical issues and manage audience interaction.

## Post-webinar follow-up

### 1. Send thank-you emails

- Personalize follow-up mails to the attendees.
- Include links to webinar recordings and additional resources.

### 2. Survey/polls

- Gather feedback to assess attendee satisfaction and gather suggestions.

### 3. Analyze performance

- Review webinar analytics provided by Zoho Webinar.