Checklist: What to Cover in Your Webinar Dry Run

Before your dry run

☐ **Schedule** your dry run/dress rehearsal as a separate webinar from your event.
☐ **Invite** your panelists.
☐ Enable **Practice Session**.
☐ Remind all presenters to **update their Zoom client** before the dry run.
☐ Send panelists **tech setup best practices**.

How to join

☐ **Start the webinar** session.
☐ Inform panelists to join the webinar by using their unique link sent by email.
☐ If any panelists have not received their link, resend it.

Webinar settings

☐ Select which video view to use:
  - Follow Host View shows audience members whichever view the host is using.
  - Gallery View shows all presenters with their cameras on.
  - Active Speaker View shows the host/panelist who is speaking.
  - Hosts and co-hosts can also **Spotlight** presenters.
☐ Disable or enable attendee chat.

Presenter checklist

☐ Hardwire internet connection (if possible).
☐ Enable HD video (in Video settings).
☐ Suppress background noise if necessary (in Audio settings).
☐ Check virtual background, lighting, video, and audio quality.
Webinar logistics

☐ Designate a timekeeper to ensure the session doesn’t go over the allotted time.
☐ Kick off the webinar with housekeeping announcements and speaker introductions.
☐ Run through webinar content, with special attention to the following logistics and transitions:
  ☐ Are polls set up? Who will launch them?
  ☐ Will you share links to resources during the webinar? When will they be shared and who will send them in the chat?
  ☐ Who is sharing slides? Discuss transitions for switching screen sharing.
  ☐ Are videos downloaded and working? When screen sharing, check boxes to share computer sound and optimize screen share for video clip.

Final steps

☐ Debrief and discuss next steps, final preparation, etc.
☐ Announce call time for the event — ask panelists to join 15-20 minutes before the webinar session is scheduled to start.