Webinar Project Plan

	Webinar Task	Timing	Checklist
1	Develop Project Plan	6-8 weeks prior.	
2	Finalize Topic, Title, Abstract and Speakers	6 weeks prior.	
3	Setup Registration Page.	4-6 weeks prior.	
4	Begin Ongoing Promotion.	4-6 weeks prior.	
5	Send Email Invites.	15 days prior.	
6	Draft Presentation Slides.	2 weeks prior.	
7	Full Rehearsal / Dry-Run	1 week prior.	
8	Final Slides.	2-3 days prior.	
9	Send Email Reminders.	2 days prior.	
10	Pre-Conference with Speakers.	30 minutes prior.	
	Webinar	1-2 hours total.	
11	Edit Webinar Recording.	Within 1 day after.	
12	Send Follow-up Emails & Sales Outreach.	Within 1 day after.	
13	Promote Webinar Recording.	Ongoing after.	

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Audio & Web Conferencing