Online Presentation Checklist

____ Review all relevant video tutorials for your presentation platform

____ Test your microphone for maximum clarity

____ Check out room dynamics that create bounce-back or echo

____ Listen for extraneous, distracting noises in your work-area

____ Look at the camera

____ Position yourself to speak at eye-level with the camera

____ Sit close to the camera - frame your face

____ Be conversational

____ Lighting: consider the time of day and affect of natural lighting

____ Lighting: consider your room dynamics

____ Lighting: test your light bulbs

____ Lighting: avoid lighting which under or over-exposes you

____ Webinar material: open with a story

____ Webinar material: follow an Agenda

____ Webinar material: avoid long presentations; break-up into multiple meetings when possible

____ Webinar material: use the 10:1 Rule

____ Frequently change the pace of your presentation

____ Use a co-host to monitor audience interaction

____ Stand up whenever possible

____ Ask questions and occasionally check-in with your viewers

____ Use a co-host to monitor audience interaction

____ Be prepared to throw out your script

_____ Think like your audience

_____ Record your presentation

_____ Review each recording

_____ Create a list of successes and areas for improvement

_____ Use a professional background

_____ Always assume the camera is on you and the mute button never works