

Webinar Setup

Event Info

- Event Title:
- Short Description (2–3 sentences):
- Long Description (optional):
- Main Takeaway (What should attendees learn?):
- Agenda / Run of Show (if available):

Speakers

- Speaker Name(s):
- Speaker Bio(s): (short is fine)
- Speaker Headshot(s):

Content & Assets

- Presentation Slides (PPT/PDF): (Yes/No – will be provided?)
- Pre-recorded Videos (if any):
- Downloadable Resources (PDFs, links, brochures):
- Closing Slide (if available):
- (CTA + contact info)
- Special Notes / Instructions:

Engagement

- Poll Question(s): (if available)
- Poll Answer Options:
- Q&A Seed Questions:
- Primary Call-to-Action (CTA):
- CTA Link (if applicable):

Timing

- Preferred Webinar Date/Time:
- Any key deadlines we should know?