



Facebook Q&A HOST Checklist

We encourage you to continue your WISE Webinar Viewing Party and join Ticket to Work experts during the Facebook Q&A session **February 29, 2012 from 2:30 – 3:30 p.m., EST**. The Facebook Q&A is a live event, lasting approximately an hour, where participants can ask questions and receive real-time answers. Visit the [Choose Work Blog](#) for the WISE Webinar Viewing Party toolkit. Here are a few ideas and guidelines to help you facilitate a successful Facebook Q&A session:

- Provide paper/pencils** and encourage attendees to jot their questions during the webinar.
- Appoint a recorder** to write the questions on a white board; discuss the questions with the group and choose the ones the group feels most strongly about asking during the Facebook Q&A.
- If possible, **connect your computer/laptop to a projector** so attendees can view the Choose Work Facebook page on large screen.
- Be sure to **refresh the browser/Facebook page** throughout the event to view new posts, comments, and answers.
- Appoint a play-by-play announcer** to point out and read aloud new questions and answers after you refresh your browser/Facebook page.
- As the Q&A session progresses, **encourage brainstorming of additional questions** and comments; ask the recorder to write these on the white board.
- Let attendees know that **Facebook Q&A transcripts are hosted on the Choose Work Blog** (www.choosework.net/blog) approximately two weeks after the event.
- Have fun! Encourage attendees to schedule follow-up appointments with you!**