



WISE Webinar Viewing Party Host Checklist



Webinar Date:

Webinar Topic:

Hosting a WISE Webinar Viewing Party is a great opportunity to provide a comfortable, fully accessible learning environment for your clientele and possibly, other Ticket program community supporters. We are happy to help you prepare for a successful event! Visit our Library at www.choosework.net to download and print the Viewing Party Toolkit.

If you have additional questions, contact us at support@chooseworkttw.net.

HELPFUL HINT: As you read through the WISE Webinar Viewing Party Procedure Guide and this checklist, you may want to appoint people to help you with promotion, technical setup, and event facilitation.

Location and Technology		
	Complete	Comments
Secure location of the viewing party	<input type="checkbox"/>	<i>Insert address here</i>
Determine room capacity; secure table(s) and chairs	<input type="checkbox"/>	<i>Insert capacity here</i>
Confirm accessibility of location using site selection questionnaire	<input type="checkbox"/>	
Confirm Internet and phone access	<input type="checkbox"/>	<i>Insert info on wireless passwords here if necessary</i>
Secure laptop/computer, speakers, and phone	<input type="checkbox"/>	
Secure projector and screen	<input type="checkbox"/>	
Promotion and Marketing		
<i>Note: These are suggestions; you may promote through as many or as few channels as you like.</i>	Complete	Comments
Add the viewing party to your organization calendar	<input type="checkbox"/>	
Promote the viewing party through social media channels, such as Twitter and Facebook	<input type="checkbox"/>	
Other web channels such as your	<input type="checkbox"/>	



website or blog		
Post flyers on bulletin boards and with community partners, both in person and via email	<input type="checkbox"/>	
Email and Newsletter announcements	<input type="checkbox"/>	
Registration and Assistive Aids and Services		
	Complete	Comments
Determine registration method (email, phone)	<input type="checkbox"/>	
Create registration template	<input type="checkbox"/>	<i>You may want to include name, address, phone, email, and requests for assistive aids and services.</i>
Schedule or arrange for assistive aids and services as necessary	<input type="checkbox"/>	<i>See procedure guide for additional information</i>
2-3 days before the event		
	Complete	Comments
Download webinar software program and test technology at your party location	<input type="checkbox"/>	
Day of the event		
	Complete	Comments
Set up the registration table	<input type="checkbox"/>	
Arrange flyers and handouts	<input type="checkbox"/>	
Arrange the room	<input type="checkbox"/>	
Test the internet and phone connections and download webinar software	<input type="checkbox"/>	
Provide pens and paper so people can write down their questions	<input type="checkbox"/>	
If you decide to take pictures, hand out and collect release forms	<input type="checkbox"/>	
After the event		
	Complete	Comments
Provide and collect webinar survey forms	<input type="checkbox"/>	
Follow up with attendees via email and thank them for attending	<input type="checkbox"/>	
Post a blog, email, or newsletter article about your successful event.	<input type="checkbox"/>	

Evaluate event success and consider hosting a Viewing Party again in the future!

Comments

Additional space for any notes you may want to include for yourself.