



Facilitators Check List

Your list will vary depending on whether you have a Producer or not. This is not a definitive list – every session has different needs, use this a spring board to create your own list.

Tasks – before the event	Details
Contingency communication lines	Do you have cell # for producer, other presenters, organizer etc.? Do you have emails for participants?
Contingency plans – Copy of deck? Max. stall time? Stall Activities?	How should others behave if you loose connection? Could they walk through parts of the deck? Call a coffee break?
Establish responsibilities with Producer / others	Who will drive the deck / sort the breakout rooms / switch on the recording (if appropriate) / notify the participants of recording / handle instructions / monitor the chat / deal with tech issues and support questions?
Identify all the assets needed to run the session successfully	Slide deck / Timer / Music / Rehearsed and Road tested Instructions / Poll / Break Out instructions / Links to additional resources / Copies of files for sharing / Timeline of activities / Pre- scripted text to share in chat
Visual check	Rehearse screen sharing to see what it looks like on a test participant screen Take a screen grab of your “video presence” and check for distracting background elements, lighting, positioning on screen etc.
Sound check	Record yourself on a test zoom session and check your mic is well positioned and your voice is pleasing to the ear – get a second opinion! Consider Pace / Diction / Volume / Intonation – are you clear and interesting?
Check your familiarity with Zoom functionality	Make sure you are confident with multiple different ways to perform the various tasks you need – including accessing chat / participant listing / switching video on / muting / screen share / polling / whiteboard / music Also do you have the session set up correctly – no intrusive sounds as participants join / leave session? Participants have access to annotation or not as appropriate? Is chat available to all?
End of event logistics	How will you close the session? Are you transitioning to another presenter – if so make sure that hand over is planned.

On the day – make sure you have removed / managed all potential distractions, checked your set up for lighting, checked your audio, have resources you need to hand, can see a sample participant screen, have a glass of water to hand, have a clear space around you (even off camera!)