



Producers Check List

Ensure Producer is given full rights at start of session

Task	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? Activities for Stall time?	How should the Producer behave if the presenter loses connection? Could they walk through parts of the deck? Call a coffee break?
Switch recording on	Can be automated or do you need Producer to switch it on
Notify audience re -recording	Legal requirement – someone needs to do this
Bio and Intro	Agree on positioning and room warm up
Responsibilities re Chat	Should they interrupt? Respond to chat directly? Simply monitor Respond to tech issues only
Links to share in Chat	Provide them ahead of time inc. Evaluation and useful resources
Polls to launch	details if appropriate – also have a plan B agreed
Documents & Videos to share / open	Supply copies Agree on how sharing is to occur Check settings etc.
Mute / UnMute protocols	If there is background noise OK to mute all?
Drive the slide deck?	Yes or no – provide copy if required.
Screen Annotation	Yes or no
Manage BreakOut groups	Set up / Instructions
Launch evaluation	Provide link etc.
End of event logistics	Close session



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