Webinar Intake Worksheet

To help us get started with your webinar, please provide the following information.

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1. Date of webinar: *Recording date if on-demand.*

2. Date of webinar: *Live date.*

3. Title of webinar:

4. Speaker details: *Include one or two speaker details.*

      Speaker A:

      Speaker A title/company:

      Speaker A email address to add to backend of webinar:

      Speaker B:

      Speaker B title/company:

      Speaker B email address to add to backend of webinar:

5. Speaker photos: *Please send photos of speaker or include downloadable link here. If no speaker image is included, we will obtain from their LinkedIn profile.*

6. Key webinar bullet points: *What will the audience learn from your webinar? Please include at least 3 bullet points.*

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7. Do you have the final presentation? *Include a download link here or share your final presentation at least 1 week prior to the recording/practice session. Our team will clean up the deck, add any missing slides, and validate the images/branding elements.*

8. Post-webinar follow-up assets: *After the webinar takes place, do you have assets that are ideal to share with a prospect as a follow up? e.g., White paper, case studies, check lists?*

9. Social media promotion: *Will you be promoting the webinar on social media, Twitter, Facebook, blogs, etc. We can provide unique links to the registration page to track registrations via social platforms.*

10. Polling questions for LIVE webinars only: Be prepared to provide up to 3 multiple choice questions that we'll be asking the live webinar audience, and provide up to 5 answers for each. e.g., What are the biggest pain points that you face in your job? These should not be a test of intelligence, yet more to segue to the next portion of your presentation. We will display the responses on the screen in a graphic format as a talking point after the poll is completed.

    1. Question & multiple choice answers:

    2. Question & multiple choice answers:

    3. Question & multiple choice answers: