AQUA

AQUA WEBINAR CHECKLIST

AS SOON AS POSSIBLE:

◯ Your company logo *(the higher resolution the better)*

◯ Image*(s)* you'd like us to incorporate into the landing page

◯ Title for your webinar

◯ Overview and learning objectives of the webinar

◯ Speaker*(s)* headshot and bio

◯ "About the Sponsor" information *(your company info)*

◯ Registration requirements *(asterisk denotes recommended field)*
- Name *(First and Last)**
- Company/Organization*
- Job Title*
- Email*
- Phone Number
- Address

ONE WEEK PRIOR TO WEBINAR DATE:

◯ Webinar slides sent to AQUA, including:
- "Lobby-room" slide for attendees to view while waiting
- Introductory slide for Scott Webb *(provided by AQUA)*
- Introductory slide for webinar speaker*(s)*

◯ Instruction sheet for Scott Webb with the script you'd like him to use before, during and after the webinar

◯ Three to five seeded questions for Q&A section of the webinar