# Final Checklist

Review the checklist below to make sure you are ready to deliver your webinar.

## Information and Communication

Have you completed and provided critical information to your participants?

|  |  |
| --- | --- |
| Yes/No | Item |
|  | [DCO Webinar Website](https://content.dodea.edu/VS/21st_century/web/dco/index.html) (if using DCO) |
|  | Initial Webinar Planning Template |
|  | Goals Per Session Template |
|  | Training Plan Template |
|  | Email Notification to Participants |
|  | Uploaded the following information in Schoology Group |
|  | Webinar Link |
|  | Provided information to participants about how to join the webinar ([DCO](https://content.dodea.edu/VS/21st_century/web/dco/participants.html)) |
|  | Time Zone Charts |
|  | Agenda |
|  | Slide Deck Presentation |
|  | Read/ View Aheads |
|  | End-of-Webinar Evaluation |
|  | Post Readings/Viewings |

## Practice Sessions and Provisioning

Have you conducted the following?

|  |  |
| --- | --- |
| Yes/No | Session |
|  | Initial Practice Session |
|  | Technology Check Session |
|  | Full Rehearsal Session |