## Initial Webinar Planning Template

**Pre-Planning Webinar Overview**

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| **Webinar Title:** |  |
| **Webinar Team Members:** |  |
| **Participants:** |  |
| **Webinar Dates:** |  |
| **Host:** |  |
| **Author of Report:** |  |
| **Date of Report:** |  |

**Webinar Overview**

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| --- | --- |
| **Purpose**: |  |
| **Outcomes**: |  |
| **Measures**: |  |
| **General Description**: |  |
| **Deliverables (if applicable):** |  |
| **Concerns**: |  |
| **Other:** |  |