

LAUNCH CHECKLIST



AT LEAST ONE DAY BEFORE... *Test all your tech. Computer/TV connections. Microphone & webcam, if on zoom.*



Send a text reminder to your guests the morning of the event.



Well-lit room Lights on.



Organized home. If on Zoom, have a professional background.



Role of Host Fill the Zoom & Introduce the speaker and opportunity with enthusiasm.



*Pay Attention to the Speaker!
No distractions, no pets, no kids.*