

# No More Panic Webinar Checklist

- My internet connection is solid.
- I've turned off other devices in home/office sucking up internet bandwidth.
- My laptop power supply is plugged in.
- There are no background distractions. what is visible on camera is neat and tidy.
- My phone, apps, programs with sound notifications are turned off.
- I have good lighting in front of me. room lighting looks good too.
- My microphone and webcam are plugged in and set up inside the WebinarNinja studio.
- My webcam is at eye-line level.
- I'm wearing earphones to prevent any echo if I have a co-host or will be playing an external video.
- My presentation slides are uploaded into WebinarNinja.
- Tabs, sites, videos I want to show my audience are all open and ready to go in other tabs on my browser.
- I created a poll and an offer inside the WebinarNinja studio.
- I'm smiling! I'm excited and I'm going to have fun on my webinar!!