How to Host Your First Webinar

Set Webinar Goals

- [ ] Identify your purpose for hosting a Webinar.
- [ ] Who your ideal attendee is.
- [ ] The date & time you'll host it.
- [ ] The webinar format
- [ ] And what a successful webinar looks like

Map Your Content

- [ ] Create your webinar outline
- [ ] Then flesh it out with details

Design Your Slides

- [ ] Based on your webinar format. You may need slides to present your content effectively
- [ ] Design Slides yourself. Hire a designer, or Simply a slide deck template

Create A Workbook

- [ ] Optional: provide a workbook to help your attendees follow along

Create The Pages

☐ Create your registration page, Thank you page

☐ And webinar Page on your website or on a Webinar platform then connect To your email software

Promote Webinar

☐ Promote on relevant platforms to reach your target audience

☐ Share the benefits of attending

Practice And Host

☐ Practice (a lot) then host your Webinar

☐ Focus on serving your Attendees and engage with them.

☐ Remember to relax and have fun!

Send Replay Promote

☐ If applicable, send attendees the Replay of your webinar

☐ Promote it to other people who missed it