Week 1:

* Timeline begins with the decision to host a webinar and includes the time needed to schedule the kick-off meeting in Week 1.

- Schedule/have Kick-off meeting to determine:
  - Title/Description
  - Theme
  - MD/Districts Involved
  - Date/Time of event & practice session
  - Support needed from other Leaders and Lions
- Share final dates with all parties involved

Week 2:

- Discuss Content/Story Leads
- Create event in GoToWebinar
- Reach out to potential presenters

Week 3:

- Finalize presenters/stories
- Update promotional kit **(new!)**
- Send Email communication kit and PowerPoint templates to presenters
- Complete any desired promotion via social media
- Presenters start working on slides

Week 4:

- Send any promotional emails desired
- Presenters slides due
- Compile slides
- Draft exit survey questions (if any)

Week 5:

- Draft moderator's script
- Discuss/Share Storytelling Best Practices with presenters

Week 6:

- Send Poll Questions (if applicable) to be included in PPT
- Draft pre-populated question (if applicable)
- Update moderator's script as necessary
- Presenter review of slides
- Finalize Exit Survey and add into Webinar settings
- Add Polls to webinar settings
- Conduct Audio Test with presenters & recommend any needed improvements before practice session

Week 7:

- Complete any final promotions via social media
- Finalize slides for practice session (with presenter's edits)
- Practice Session
  - Presenters and moderator run through webinar
  - Create cues for next slide
  - Check for/discuss timing issues
  - Address remaining AV issues
- Edit slides from practice session
- Update moderator's script as necessary
- Resend webinar invite to presenters

Week 8:

- Finalize slides
- Webinar