



Zoom Pre-Event Checklist

This checklist is here so that you can take 30 mins before your event to ensure everything is set-up correctly.

1. Have I sent the email reminder that we are beginning in 30 mins?
2. Is my camera position set to the correct height - Have I got a camera position for sitting and standing (if I need this)?
3. Is my lighting ok based on where I am standing sitting, are my lights set?
4. How is my background? Is it tidy? Is it a good representation of the brand I want to create and have my attendees be part of? Does it look and feel good?
5. Is my microphone charged up fully if I am using a radio mic and is it plugged in correctly?
6. Is my microphone on and is it being registered by zoom or does it still need to be connected?
7. Have I checked that my sound levels with my microphone? Once this is set within zoom once, it should be OK as long as your microphone position is roughly the same. It's good to get into the practice of checking.
8. Have I checked everyone into zoom?

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