TOP PRO WEBINAR PLANNER

Define Your Objectives / Goal _____

Create Abstract Plan _____

Receive Approvals if Needed _____

Email Meeting Invite to Speakers _____

Set up & Test Web Software _____

Set up Webinar Landing Page _____

Write Auto Responses _____

Finalize Joint Brochure/Bonuses _____

Publish Joint Materials _____

Build Joint Venture Invite List _____

Set eMail Dates _____

Partner eMail Dates _____

Advertising Venues _____

Create Tracking Campaign _____

Set Up Promotion Code _____

Send invite to Joint Prospect List _____

Send invitation to Client Partners _____

Review Draft Presentation _____

Dry Run _____

Final Presentation Due _____

Event Date _____

Landing Page/Signup Page _____

Follow-up Plan _____

Status Report _____