Farm Webinar Planning Checklist

A farm webinar planning checklist for farms hosting online talks. It covers topic, platform, slides, promotion, testing, and follow-up so the session runs smoothly. Use it from the first idea to the follow-up.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Choose topic and audience	☐	☐	☐
Pick date and time	☐	☐	☐
Choose a webinar platform	☐	☐	☐
Prepare slides and notes	☐	☐	☐
Create a sign-up page	☐	☐	☐
Promote the webinar	☐	☐	☐
Test sound and video	☐	☐	☐
Run the session and take questions	☐	☐	☐
Send a follow-up with the recording	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Do a full practice run with a friend a few days before and fix any sound or screen problems.

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