



zoom log in information:
YourEmail@Wherever.com
SomS1llleeePazwerd#

START RECORDING!!!!

Your Company *presents:*
THE TITLE OF YOUR EVENT
A sub-title to your event

SATURDAY, JUNE 25, 2022 @7:00- 8:30 PM AEST

6:45: The Webinar Team Member opens session and admits all those required (speaker/panelists/etc)

6:55: TWTM plays background music

<name of sound clip>

6:55: TWTM begins admitting guests/attendees

7:00: TWTM plays opening theme or selected music

<name of sound clip>

7:01: TWTM Reads any “welcome script”

Yada, yada, blah, blah, blah

7:04: TWTM Introduces first speaker

<IF speaker needs “walk up music”...name of sound clip>

7:05: Speaker begins...

TWTM works on other things as required:

<monitor chat, setup breakout rooms, post PDFs, etc>

7:25: Speaker winds up with closing sentence:

“Thank you all for being here today, Grant?”

--And so on to end of event--

END