



Teleseminar Checklist

Pre Event

- Create Title/Topic
- Invite Guest
- Establish date and time
- Request guest bio and photo
- Request teleconference line
- Design HTML invite
- Design print invite
- Post announcement of topic to blog
- Post to web site teleseminar schedule
- Create Autoresponder list
- Create and install Autoresponder follow-up message
- Create and install Autoresponder “day of” reminder email message
- Distribute email invite
- Print and distribute print invite
- Distribute Association flyer invites

Post Event

- Request speaker notes or handouts for web site
- Edit mp3 recording
- Post recording and outline to web site
- Update teleseminar section of web site
- Blog about newly available recorded content