# MS Teams Producer Checklist

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## Before the Event

### One Week Before

* **Calendar Invites:** Make sure the correct event links have been sent out to participants and include the contact information of the tech point of contact (POC).
* **Breakout Rooms:** Make sure breakout rooms have been created if they are needed, and confirm facilitators.
* **Participant Check-in:** Confirm platform access, version, and identify any other restrictions. Schedule a dry run/test if necessary.
* **Accessibility:** Inform participants of accessibility tools available to them.
* **Session Materials:** Distribute all materials required for the session, including any questions participants will be expected to answer. Send participants questions prior to the session.
* **Event Roles:** Define and confirm who will fill the other virtual event roles (such as facilitator, presenter, and/or harvester) and designate individuals as back-up.

### One Day Before

* **Platform:** Make sure your instance of the platform is up to date.
* **Back-up:** Collect back-ups of any presentations and documentsthat will be used/distributed during the session.
* **Contact information:** Collect contact info for all other virtual event roles and store it in an easily accessible offline place.
* **Breakout Rooms:** Confirm breakout rooms are ready if you are using them.

### The Event Day

* **Computer:** Reboot your computer an hour before the session.
* **VPN:** If possible, disconnect from the VPN.
* **Back Channel:** Open a back channel for facilitators, presenters, and producers to use during the session.
* **Back-ups:** Load back-upsof session documents in case they are needed.
* **Programs:** Close any unnecessary programs on your computer or device.
* **Comfort:** Prepare your environment; get yourself a glass of water and comfortably situated.

## During the Event

* **Arrive Early:** Enter the session 10-15 minutes early to make sure everything is ready.
* **Turn off audio/video:** Turn off your camera to save bandwidth, and mute yourself to avoid distracting the session
* **Admit Participants:** Accept participants from the waiting room so they can join the session.
* **Notify Participants of Recording**: if recording, remember to press ‘start recording,’ and to ask for consent from participants.
* **Continue to monitor…**
	+ **…the chat:** Keep an eye on the session chat for any questions or technical difficulties.
	+ **… your email/phone:** In case participants have trouble connecting to the session, check frequently for emails, calls or messages.
	+ **… the back channel:** The back channelused by the rest of the event team.
	+ **… raised hands:** Notify facilitator of raised hands, and lower hands if participants forget to do so.
* **Documents:** Be prepared to step in with back-up documents if needed.
* **Breakout Rooms:** Be prepared to direct participants to their breakout rooms, if using.

## After the Event

* **Feedback:** Provide participants with a brief feedback survey
* **Follow up:** with participant POC to troubleshoot any serious technical issues that arose
* **Checklist:** Evaluate this checklist. Is it missing something? Is there a blind spot? If so, include it for future sessions.