**[Webinar Name]  
Host Script  
[Date and Time]**

\*Be sure you edit this based on the webinar platform you are using. This template is built around using Zoom Webinar.

**15 minutes before the beginning of the webinar:**

* Start the webinar practice session
* Make presenter(s) co-host of the meeting
* Check all presenters’ audio and video
* Test slide sharing and that the presenters/co-hosts can advance the slides
  + If there are videos in the slides, test that they work and can be heard
* Review how the presenter(s) want to do attendee Q&A
  + Ask and answer along the way (in the chat?)
  + During question breaks
  + Questions at the end
* If the presenter(s) requested polls, check that the polls are ready to go.
* Spotlight the presenter(s)
* Let the presenter(s) know at the end you will do a little conclusion and then end the Zoom Webinar for everyone, including the presenter(s)
* Check if presenter(s) needs anything before getting started

**At start time of the webinar:**

* **\*\*Enable\turn on Captioning\*\***
* Turn off your video
* Start the official webinar
* Give a quick welcome and let everyone know you will give a minute or two for everyone to get in
* Start the introduction

**INTRODUCTION**

Hello, everyone, and welcome to this webinar titled, [“Webinar title”]! We are happy to have you here with us. We’ll begin the presentation in just a moment.

My name is [YOUR NAME], and I am [your role and organization]. I will be running the logistics/technology today.

Let’s do a little housekeeping before our presenter(s) gets us started.

* **Captions**
  + If you would like captioning during this presentation, you can locate the Live Transcript/CC button on your Zoom control panel and turn those on.
  + These are autogenerated so please excuse any errors in the captions.
* **Technical Difficulties**
  + If you are having technical difficulties, often, the best way to solve it is to leave the Zoom Webinar and then get back in.
* **Questions/Discussion**
  + You can ask questions in the Zoom chat at any point during the presentation and our presenter(s) will <<answer them along the way//during question breaks// at the end>>.
  + <<We’ll also take some breaks for questions; during those breaks, feel free to unmute yourself if you’d prefer to pose your question verbally.>>
* **Recording**
  + Today’s webinar will be recorded, and as a registrant, you’ll receive access to the recording.
  + You will receive an email with information on accessing the recording.
* **Webinar Sponsor (if applicable)**
  + We are so thankful to have [Sponsor Name] as our webinar sponsor today. You can learn more about [Sponsor Name] at the link shared in the chat. **\*\*drop link in the chat\*\***

With the housekeeping out of the way, we will now start the recording.

**\*\*START THE RECORDING\*\***

Welcome to this webinar titled, [“Webinar Name”]. To get us started, I will turn it over to our expert presenter(s) – [Presenter Names and Titles]. Take it away!

**\*\*MUTE YOUR MICROPHONE\*\***

**\*\*PUT SLIDES IN THE CHAT\*\***

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**CONCLUSION**

We have reached the end of our time together. We’d like to thank you all for joining us, and to our excellent presenters for their time and expertise.

We would love your feedback on this webinar, and you can give it to us by clicking the link in the chat. **\*\*drop survey link in the chat if you have one\*\***

As a reminder, the recording of today’s webinar will be available within approximately 48 hours. We will send out an email once the recording is ready with information on how to access it.

One more shout-out to our awesome sponsors, [Sponsor Name]. Thank you all again for being here and enjoy the rest of your [[day//evening//week!]]

**\*\*STOP THE RECORDING\*\***

**\*\*END THE ZOOM WEBINAR\*\***