



# FACILITATOR PREP CHECKLIST

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*Center for Excellence in Teaching & Learning*

## Getting Started

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- Schedule Zoom Meeting:
  - How many participants will be in the meeting?
  - Do participants need to see one another?
  - Are participants expected to converse or provide responses during the meeting?
  - Will you need breakout rooms for the meeting?
  - Will the session be recorded?
- Identify Roles:
  - Presenter/Host: \_\_\_\_\_
  - Co-Host/Alternative-Host: \_\_\_\_\_
  - Moderator/Facilitator: \_\_\_\_\_
- Advertise/Communicate your event:
  - Post link on website or learning management system.
  - Email announcement with link to potential attendees.

## Prep with Presenters

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- Confirm date & time with presenter, and ask presenter to log in a minimum of 10 minutes early to test connection and any presentation materials.
- Will the presenter take time to answer questions? How much time?
- Does the presenter want to hold questions until the end of the session?
- Does the presenter want to be interrupted for questions during session?
- Does the presenter want a verbal/chat time warning toward the end? How much of a time warning? At 10 minutes? At 5 minutes? At 2 minutes?

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### **Pre-Meeting Check**

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- Have you found a quiet location where you can comfortably attend the meeting undistracted for its entire duration?
- Is the Zoom app downloaded on your device?
- Is the meeting link active and working?
- Do you have a strong network connection where you are? Connect to an internet hardline and avoid using Wi-Fi when possible.
- Will you need a headset or microphone?