

# Sponsored Webinar Worksheet

Plan your presentation and prepare for a successful webinar

Share your expertise with PEO professionals through a one-hour, non-commercial webinar: 45 minutes of content followed by 15 minutes of questions.

**Complete, save and return to Nancy Benoudiz at [nbenoudiz@napeo.org](mailto:nbenoudiz@napeo.org).**

## 01 Webinar details

**Sponsor company**

**Assigned month**

**Confirmed date**

**Webinar time**

12 noon ET

**Preferred Zoom format**

- ☐ Presenter-only ☐ Interactive meeting

**Webinar topic or title - one sentence**

**Expanded Description of the Webinar**

Describe the webinar, key topics and what attendees will learn.

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## 02 Presenter details

**Presenter name**

**Email address**

**Phone number**

**Brief presenter bio - include title and organization**

## 03 What to expect

**Attendee lists**

An Excel registration list will be emailed one week before the webinar, followed by a post-event attendee list. Lists include name, company, address, phone, registration date and email unless the individual opts out. Honor all opt-outs.

**Prep call**

NAPEO will schedule a call no later than one week before the webinar to review the presentation, format and run of show.

**Webinar day**

Join Zoom 15 minutes early for a technology check and presentation run-through. Presenters are encouraged to stay on camera to support engagement and questions.