**Program Solutions** 



# Webinar In-A-Box

All you have to do is focus on your audience - and we'll do the rest!



#### **Templated Invitations, Reminders & Dashboards**







## Initial Planning Call with Stakeholders to Scope the Program

Our scoping call, OneSheet Planner and weekly check-ins make sure everyone is on the same page.

#### Weekly Check-ins to Manage Team Tasks

With a sharable action tracking log, all team members can stay updated on progress and responsibilities.

### Templated Invitations & Webinar Collateral

Our templates, crafted from hundreds of engagements, take all the guesswork out of the process.

## Post-Webinar Follow Up and Analysis

Follow-up is easy with our email templates for sharing replay links and promotional materials. A survey is also included to capture feedback and gather leads.

Webinar In-A-Box covers everything you need to execute a successful webinar. We'll keep your teams on track and your attendees engaged from start to finish.

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## **Scoping and Planning Meetings**

- OneSheet Project Planner
- Team Dashboard
- Action Tracking Log

#### **Invitations & Reminders**

- Email Templates x3
  - Coming Soon Teaser / Hold the Date
  - Webinar Invitation
  - Reminder (Day before)
- Registration portal and tracking for training session

#### **Webinar Collateral**

- Company branded PowerPoint template for Webinar Presenters
- Digital and Printed One-Pagers or Battlecards

## Post-Webinar Follow Up and Analysis

- Email Templates x2
  - Replay links
  - One-pagers or promotional material distributed after the session
- Follow up survey for team feedback and lead gen
- Program Close
- Post Program "what worked" discussion

#### **Add-Ons / Incentives**

- Lunch/breakfast for session attendees (can be done for remote sessions)
- Small giveaways (links to leave behind tied to survey or other initiative)



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# Simplify the entire process of planning and running a successful webinar.

Webinar In-A-Box simplifies planning and running a successful webinar. It starts with a planning call with key stakeholders and a OneSheet Planner to keep the team aligned. Weekly check-ins and a digital action log ensure everyone stays on track.

For invitations and engagement, the service provides ready-to-use email templates for event announcements, invitations, and reminders.

A registration portal tracks attendance, and branded PowerPoint templates, along with promotional materials, help your team present professionally.

After the webinar, follow-up is streamlined with email templates for sharing replay links and gathering feedback via a survey.

Additionally, you can include perks like meals or small giveaways to enhance the experience.

The program ends with a review to discuss what worked well.



"I love that I just went to our Sharepoint site, hopped on the program page, clicked on the calendar of events and clicked on the event. So easy, thank you!"

**Partner Alliance Executive** 

# Be more efficient. Save time. Let us help.

