

Webinar 10 Steps Procedure

TKP – Turnkey Programming

1. Event Scheduled by Association
2. Association markets to their target audience.
3. Association sends all Registrations to TKP
 - a. Company name
 - b. Attendee Name
 - c. Phone Number
 - d. Attendee Email Address
4. Presentation package from host must be submitted when the event is scheduled.
5. Option - Advertisement/Sponsorship is the Responsibility of the association. TKP will coordinate Advertisement/Sponsors with the association on:
 - a. Cover Page
 - b. Host Presentation Pages(Association will need to send information at least 2 weeks prior actual presentation)
6. TKP will train and set up computers for all attendees, host and association.
 - a. During training TKP will send all worksheets needed to the attendees.
7. TKP will send email reminders 24 hours before presentation.
8. TKP will send an email to all the attendees, host and association to Join in the Webinar.
9. TKP will monitor and record the entire presentation
10. TKP will send all attendees, host and association
 - a. any notes taken on the actual presentation.
 - b. will send link to the archived video the business day.

Note:

If a speaker is affiliated with an Association that TKP is a member of, Speaker must acquire approval from the Association(s) prior to scheduling an independent webinar. TKP will not host any independent Webinar for any speaker without prior approve of host's materials and target audience.