



Hackin' Sheet



Webinar Checklist:

- | | |
|---|--|
| <input type="checkbox"/> Power supply | <input type="checkbox"/> Front lights on |
| <input type="checkbox"/> Network cable | <input type="checkbox"/> No overhead lights |
| <input type="checkbox"/> Webcam | <input type="checkbox"/> Windows are closed |
| <input type="checkbox"/> Headphones | <input type="checkbox"/> AC is off |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> "On air" sign on the door |
| <input type="checkbox"/> Additional monitor | <input type="checkbox"/> Phone is muted |
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Agenda is printed |
| <input type="checkbox"/> Survey/test | <input type="checkbox"/> Water in the bottle |
| <input type="checkbox"/> Camera framing | <input type="checkbox"/> Recording is on |
| <input type="checkbox"/> Camera focus | <input type="checkbox"/> Connection with your audience |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |