



PARTNER WEBINAR INFORMATION SHEET



Planning your webinar

COST—The cost to hold a webinar through the LSCP is \$250. The webinar sponsor supplies the Power-Point, speakers, and creative content.

TIMES & DATES – To avoid conflicts with other organizations’ meetings, webinars must be scheduled at least three weeks in advanced from webinar date. Webinars will be held Monday - Friday from 9:00 a.m. - 4:00 p.m.

INVITATIONS – The partnership will create two e-blasts (up to a \$160 value) to be emailed to over 2,500 recipients one week before and the day before the webinar. The partnership will not create any social media advertisements for the webinar, but is happy to share your posts on social media pages, our monthly e-newsletter and in community calendars. (Additional email blast invites available for a fee)

PLATFORM – The LSCP has three digital webinar platforms to choose from—Remo, GoToWebinar, and Zoom. Based on the needs and the estimated attendance of your event, we will help you decide what best fits your webinar.

STRATEGY – To maximize the webinar to full potential, a partnership representative would be happy to meet with the sponsor/host prior to the event to share ideas and strategies for the webinar goal.

DAY OF WEBINAR – Thirty minutes prior to the event, a partnership representative will join the webinar sponsors and speakers to go over some webinar “housekeeping.” The LSCP representative will be in charge of starting the webinar and filtering questions through the program.

Webinar Breakdown

What you receive

- Electronic mailing of 2,500+ invitations twice
- Webinar management during the event
- Event creation on GoToWebinar site
- Display of event information on the LSCP website
- Registration monitoring
- Event sharing on LSCP social media

What sponsors are in charge of

- Content creation
- Facebook Event creation
- Webinar description
- Communicating with speakers



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The cost to hold a webinar is \$250. We require a \$100 down payment to reserve your date. Cancellations within 7 days of the event date will result in a forfeiture of the down payment.

Host/Sponsor(s): _____

Contact person: _____

Phone: _____ Email: _____

Webinar date and time: _____

Webinar title: _____

Please list webinar speakers, their appropriate titles, email address and phone number:

Please provide webinar description:

I authorize that all information provided above is correct. I agree to pay the \$250 fee to hold a webinar and have included a \$100 down payment. I am aware that no refund will be given if I cancel within 7 days of the webinar date.

Signature: _____

Date: _____