

PRINTABLE PRE-SESSION CHECKLIST

Client Ready	
Check name of client	<input type="checkbox"/>
Questions for client regarding scenario (if necessary)	<input type="checkbox"/>
Device Ready	
Laptop plugged into mains	<input type="checkbox"/>
Desktop/laptop connected to router via ethernet cable	<input type="checkbox"/>
Desktop/laptop restart	<input type="checkbox"/>
Unnecessary applications/windows closed	<input type="checkbox"/>
Computer notifications turned off	<input type="checkbox"/>
Location Ready	
Phone/landline on silent	<input type="checkbox"/>
Note on door/front door	<input type="checkbox"/>
No one else using broadband	<input type="checkbox"/>
Video Call Ready	
Audio check	<input type="checkbox"/>
Video check (camera lens at eye level)	<input type="checkbox"/>
Video check (head and shoulders in frame)	<input type="checkbox"/>
Video check (well lit without shadows)	<input type="checkbox"/>
Video check (no objects or furniture in view)	<input type="checkbox"/>
Actor Ready	
Dressed appropriately for the role	<input type="checkbox"/>
Notepad/pen	<input type="checkbox"/>
Flight deck open	<input type="checkbox"/>
Fantastic, you're ready to do a great job!	
Refer to Step 2 & 3 on Flight Deck	

