



# UNMUTE! - Sample Prep Checklists for Virtual Meetings



## **SAMPLE PRE-VIDEOCONFERENCE CHECKLIST – CORPORATE OFFICE**

- Laptop/Device plugged in (or fully charged)
- Camera working
- Proper audio connection detected
- Correct name in listed in Zoom
- Background tidy
- Pen and paper
- Necessary documents open
- Unnecessary tabs / windows / applications closed
- Notifications on computer turned off
- Notifications on phone turned off
- Mobile phone ringer on silent
- Office phone on silent
- Do Not Disturb sign placed

## **SAMPLE PRE-VIDEOCONFERENCE CHECKLIST – HOME OFFICE**

- Laptop/Device plugged in (or fully charged)
- Laptop hardwired in with ethernet cable
- Camera working
- Proper audio connection detected
- Correct name listed in Zoom
- Background tidy
- Pen and notepad
- Necessary documents open
- Unnecessary tabs / windows / applications closed
- Notifications on computer turned off
- Notifications on phone turned off
- Mobile phone ringer on silent
- Dog in crate
- A/C fan turned off
- Door locked
- Do Not Disturb sign placed

