Time	What happens	Who
15 minutes before	Hosts arrive or join, and check sound, slides and the screen share	Host and co-host
0:00	Welcome, who the session is for and what people will leave with	Host
0:05	First main section	Host
0:25	Second main section or a guest	Host or guest
0:45	Questions from the room or the chat	Co-host reads, host answers
0:55	What to do next, and where the notes will be posted	Host
1:00	Close	Host

One week before

- Publish the event and share the link in your community and with anyone who isn't a member yet.
- Confirm who runs each part and send them this run-of-show.

The day before

- Test the meeting link or room, and the slides or screen you plan to share.
- Post a reminder in the community with the start time.

After the event

- Post a recap with the main points and any links you promised.
- Download the list of who registered and send a thank-you with the next date.