

Corporate ZOOM Production

**I Will Take Care of the Online Production —
So You can Focus on Your Presentation**

Bill Denison

978 846-3309

bill@denisondesigngroup.com



ZOOM Meeting Host

As **ZOOM Meetings** become a more important part of doing business, managing the Online side has become more complex.

I will manage your ZOOM so you can keep your Meeting running smoothly.

For over 30 years, I've been working with corporate management teams to create professional meetings, presentations, and events.

Your company's team knows how to organize an event. My job is to handle the online production so the event team and speakers can concentrate on the content.



ZOOM Meeting

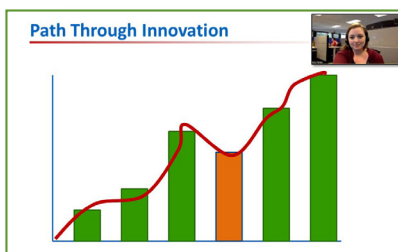
- Setup Meeting in ZOOM
 - Pre-Meeting tech prep as needed
 - Assist attendees with technical issues
- Monitor Waiting Room for timely admittance of attendees
 - Monitor Mute control of attendees
 - Spotlight individual speakers
- Manage multiple Breakout Rooms
- Record meeting when requested

ZOOM Webinar Production

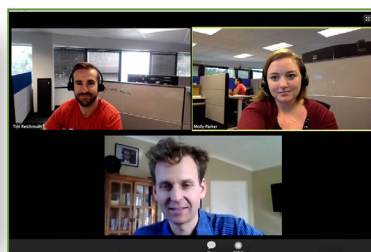
ZOOM Webinars enable professional level presentations to audiences from a virtual 'stage' for forums, panel discussions, remote sales, tech training, etc.

- Comparable to an in-person stage/audience presentation
- Speakers are moved on/off stage by the Host; they see each other 'backstage' but do not see/hear the audience
- The audience only sees the panelists, with whom they can Chat as well participate in Q&A
- Dynamic 'Spotlighting' of individual or multiple speakers during presentations and Q&A focuses attention on the panelists
- The recording can be viewed later to review and/or share content more widely

- Setup Webinar in ZOOM
 - Online Presentation Coaching
 - Create a branded waiting room slide
- Pre-Webinar preparation includes:
 - One hour before Webinar
 - 'Back Stage' run-thru with presenters
 - Test screen-sharing for presenters
 - Check camera, lighting, and audio
- Primary Host for Live Production
- Post production video editing to trim the start and end for reuse



Presenter with Screen Share



Panelist / Q&A

ZOOM Webinar

**The Quality of
Your Production
Reflects Your Brand**

