

## Checklist for Zoom Visit/Workshop

- Zoom codes are needed, please. Please set up Zoom codes for all three of the following meetings, and send them via email.

Nighttime Meeting (date)

1. Zoom codes needed.
2. Share screen for meeting
3. Allow speaker to join 15 minutes early
4. General Meeting start time

Workshop (date)

5. Number of participants
6. Patterns purchased
7. Zoom codes needed.
8. Please make me a co-host on this meeting.
9. Meeting time to run from 8:45 to 3 p.m.

Payment is expected at conclusion of Evening Presentation.

10. Workshop payment is expected at conclusion of workshop.

There are two ways to pay:

- Send to my PayPal account at <address>
- Arrange to have the check arrive at conclusion of Evening Presentation (or it can be split into two parts, if you prefer).

One Week Later, Monday Follow-up (date)

11. Zoom Codes are needed for our follow-up meeting.