



ON DEMAND CLASS CHECKLIST & GUIDELINES

On Demand Class Checklist

Clean, Interesting, Professional Presentation Slides: Use the Canva templates that will be shared with you to make your slides easily and on brand

Include a short bio: Please take 15-30 seconds to tell the attendees who you are & why they should trust you

Include a preview: Please be sure to set viewers up with 3 action items that they will be learning over the next hour

Make sure your advice is concise, clear, and actionable: what can the viewer take from this and how can he/she actually take steps to implement your advice?

Please include stories: people love to hear real life, on the ground experiences and stories from our thought leaders; not only do they help forge and foster community but especially in trying times, they make people feel less alone

Please include recap: Recap your action items before signing off from your webinar



QUICK TIP VIDEO CHECKLIST & GUIDELINES

Video Checklist

Recording: You may use Zoom or whatever your preferred video recording platform may be but please share an mp4 file with the BFS team - NO LINKS

Time: All quick tip/coffee break videos should be under 10 minutes in length and very actionable

Title: Please be sure to include a compelling title that accurately describes the question or challenge that you are answering for the audience in the video

Clean, Interesting, Professional Presentation Slide(s) or Clean Video Background: Use the Canva templates that will be shared with you to make a slide(s) easily and on brand. You do not have to have slides but if you are speaking directly to the camera please ensure a clean background

Clear Audio: If you do not have a high quality camera or clean background option, please use a cover slide and focus on audio. Remember that many viewers listen only to the audio on the run anyway.

Make sure your advice is concise, clear, and actionable: what can the viewer take from this and how can he/she actually take steps to implement your advice?

Step by Step Guide to Producing Your Presentation Slides

- 1** Go to [Canva.com](https://www.canva.com) and login with:
email - info@boutiquefitnesssolutions.com | password - BFSacademy2020*
- 2** Go to Thought Leaders on the left hand sidebar and toggle over to Template from the center menu
- 3** There are two templates options for OnDemand Classes & two template options for Webinars. Please choose the one that you prefer.
- 4** Click on the template of your choice, choose "Use this as a template"
- 5** Retitle the design (upper right hand next to share) with your class or webinar title
- 6** Plug in your content utilizing whichever of the slides you prefer. You may reorder or delete slide templates as you please
- 7** To change elements you will always see Brand Fonts and Brand Colors displayed in the left hand column above further options, please utilize these brand options
- 8** Feel free to add photos/elements, filter by Free and Pro options. You may use your own photos through the Uploads option
- 9** To reaccess your design at a later date, go to All Your Designs.
- 10** When presentation is complete, click share in the top right corner and next to Thought Leaders, change to "Can edit"

NOTE ON WEBINAR SLIDES - PLEASE DO NOT ADJUST INTRO OR CLOSING SLIDES, THIS WILL BE DONE BY THE BFS TEAM