





# Special District Remote Meeting Checklist from [Streamline](#)

We've designed this sheet to help you succeed when hosting remote meetings.

Checklist Item	Link to walkthrough guides			
				
<input type="checkbox"/> Review Tutorial	<a href="#">See how »</a>	<a href="#">See how »</a> <a href="#">View reference PDF »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>
<input type="checkbox"/> Host a practice meeting <sup>1</sup>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>
<input type="checkbox"/> Test talking to each other and test your video <sup>2</sup>				
<input type="checkbox"/> Test muting/unmuting the other person <sup>3</sup>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>
<input type="checkbox"/> Test booting people from the meeting <sup>4</sup>	<a href="#">See how »</a>		<a href="#">See how »</a>	
<input type="checkbox"/> Test sharing your screen <sup>5</sup>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>
<input type="checkbox"/> Test recording (if you plan to record) <sup>6</sup>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>
<input type="checkbox"/> Test chat features	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>	<a href="#">See how »</a>
<input type="checkbox"/> Test scheduling a closed session	<a href="#">See how »</a>	We recommend setting up a different account (with different dial-in code) for closed sessions.	We recommend setting up a different account (with different dial-in number) for closed sessions.	<a href="#">See how »</a>

Bonus Tip: Designate a help person (who isn't you) for the day of the meeting, so you're not distracted fielding "I can't get connected" questions  
 Need more help? Contact us at [info@getstreamline.com](mailto:info@getstreamline.com) or (916) 900-6619

<sup>1</sup> Everyone should use the same system or device you will be using the day of the meeting.

<sup>2</sup> If you plan to use video. It can be helpful for the public to see your board, and it makes it easier not to interrupt each other, call on others, etc.

<sup>3</sup> Note that in some systems once you mute someone they cannot unmute themselves. This is helpful to test with your practice meeting participant.

<sup>4</sup> In case someone joins accidentally or is behaving in a manner that is against policy. On some platforms, booted participants will not be able to rejoin.

<sup>5</sup> Screen sharing can be handy for viewing the board packet together, or sharing it with the public as you meet.

<sup>6</sup> If you plan to share the video recording later, add closed captioning and add a link to the recording to your minutes or post on your website.