

Role Sheet

The free [Adobe Acrobat Reader DC](#) is required to complete the role sheet electronically. Please download [How to Use the Fill & Sign Tool in Adobe Acrobat Reader DC \(PDF\)](#) for step-by-step instructions.

Session Name: _____ **Date:** _____

Time/Agenda	Role	Person(s) Assigned
	Facilitator	
	Set Up Co-Hosting	
	Poll Question(s)	
	Waiting Room & Attendance	
	Chat Moderator	
	Breakout Room Moderator	
	Facilitator	
	Chat Moderator	
	Breakout Room Moderator	
	Facilitator	
	Chat Moderator	
	Breakout Room Moderator	
	Facilitator	
	Chat Moderator	
	Breakout Room Moderator	
	Facilitator	
	Chat Moderator	
	Breakout Room Moderator	
	Facilitator	
	Chat Moderator	
	Breakout Room Moderator	

Notes: