X Spaces Hosting Checklist

A working checklist for planning, promoting, and hosting an X Space (a live audio room on X), and for following up after you go live. Use it for a one-off conversation or a regular room.

01 Show planning

- ☐ Write the purpose of the Space in one sentence your audience will understand.
- ☐ Choose a format: interview, panel, AMA (an ask-me-anything session), or a working conversation.
- ☐ Draft a simple running order with an opening, a middle, and a clear close.
- ☐ Prepare a short intro for yourself and for each guest.
- ☐ Decide what is on the record, and whether you will record or recap afterwards.
- ☐ Set a backup plan if a guest drops out or the audio fails.

02 Guest coordination

- ☐ Invite guests who serve the topic, not only names for a guest list.
- ☐ Confirm the date, time, time zone, and how they will join.
- ☐ Share the running order and any questions in advance.
- ☐ Collect preferred names, handles, and a one-line bio you can read accurately.
- ☐ Send a reminder the day of the Space, with the link and start time.

03 Promotion

- ☐ Announce the Space with the topic, guests, time, and a reason to show up.
- ☐ Ask guests to share the announcement from their own channels if they are willing.
- ☐ Post a reminder close to going live, with the link ready.
- ☐ Prepare a short written recap you can post after, even if you do not have clips yet.

04 Just before you go live

- ☐ Test your audio and connection in a quiet room.
- ☐ Have water, your notes, and the guest list in front of you.
- ☐ Silence notifications that could interrupt the room.
- ☐ Know who will co-host or manage speakers if you need a second pair of hands.

> **Keep the promise of the room.** People join for a clear topic and a well-run conversation. Start on time, introduce everyone, and leave with a next step.

Live hosting and follow-up

Use this page during the Space and immediately after. The value of the room is not only the hour itself. It is also how cleanly you close it and how you continue the conversation.

05 While you are live

- ☐ Open with the topic, the guests, and how people can take part.
- ☐ Bring speakers up in a planned order, and keep one conversation moving at a time.
- ☐ Watch the comments and bring in a question when it helps the room.
- ☐ Give each guest a chance to be heard. Do not let one voice take the hour.
- ☐ Close with a short recap and a single place people can follow up.

06 After the Space

- ☐ Thank your guests privately, and publicly if you agreed to.
- ☐ Post a written recap: who was there, what was discussed, and any next step.
- ☐ If you recorded or clipped the session, share only what you have rights and permission to share.
- ☐ Note any introductions, ideas, or follow-up promises while they are fresh.
- ☐ Send the promised follow-up, then mark the episode closed.

Running-order notes

Title / date _____

Guests _____

Opening _____

Middle _____

Close / next step _____

Follow-ups to send _____