

Some Suggested Best Practices for Zoom Story Programs

(by Barry McWilliams aka eldrbarry)

Use **Registration** in scheduling and create a briefer link for Invitations.

Have Three Hosts: **An Emcee** to interact with people,
A Tech Host to schedule and run the Zoom meeting
and **a Co-Host** to assist in admitting and watching the **Participants panel**

Be very familiar with **Zoom's Controls and Features**.
Know how to find Settings and hidden Menu's

Use a **Waiting Room** and give people adequate time to arrive and connect.
Open early, and encourage banter.

Promotion will be mostly on **Social Media**,
So aggressively promote it, but expect that last minute surge.

Have a **program Script** for the Hosts and Tellers
– showing who and when to Spotlight each, make Transitions, etc.

Have and use a **Sign In “Rehearsal”** time before admission starts
to make sure all presenters can connect and their sound and video is OK.

The Host and Co-Host should keep open and monitor the **Participant's Panel**
(And don't let the Emcee start till the Tech Host is ready)

Remember not everyone sees what you see!
Be aware of Views, Spotlights, and how the event appears on various devices.

Zoom Programs are best kept shorter
(No more than 90 minutes – 60 minutes is better)

Build Email lists for **Invitations**, **Reminder** and **Follow Up** emails
(Most probably will not save what was in the Chat so send it to them)



For more on Virtual Storytelling:
www.eldrbarry.net/roos/VST/vst.htm

