

Program Organization

Traditional Organizing

- Planning Name, Date and time, and Theme of Event
- Contact and confirm Program Participants, Emcee
- Find and Book a Venue

- Publicity – Fliers, Programs, Promo and Displays
- Volunteers for setup, refreshments, staging, etc
 - Clip boards and Upcoming Event Promo

- Day of Event – Chairs, Tables, Refreshments, etc
- Program Presentation
 - Welcome, Introductions, Presentations
 - Break and Refreshments, Announcements
- Clean up

Zoom Organizing

- Planning Name, Date and Time, and Theme of Event
- Contact Program Participants – Designating Hosts
- Schedule a Zoom Meeting – Meeting Link

- Publicity – Digital Fliers and Social Media
- Email invitation Zoom links
- Prepare material for Sharing on Screen or in Chat

- Early Sign in and “Testing” by Hosts, Speakers
 - Admitting to the Meeting: A / V etc.
 - Event Hosting by Emcee and Tech Person activity

- Saving Recording and Chats

Setting up a meeting

- Pre-meeting decisions
 - Who? What? When and What Time? Why? How much?
 - Expected Audience? Emcee and Co-hosts?
 - Length of Program? – Zoom Programs should be shorter
 - Meeting Link or Registration?
- Making and confirming arrangements with Storytellers
- Scheduling – Unique Random ID and Passcodes
 - Urls, Links and Invitations
- Publicity will probably be on Social Media or Email
 - Bio's and other information
 - Catchy Graphics and lots of posts and shares
- Preparing Announcements for pasting into Chat

Hosting

Most Zoom Programs Organizers find it **Useful to have several “Hosts”**

- **The Emcee** – who interacts with those in the meeting
Welcoming, Introductions, Moderating, Announcements, etc
- **A Tech Person** – who handles the various Host Controls
Scheduling, Starting and Ending, Admitting, Security matters,
Screen Sharing, Spotlighting, Copying Announcements into Chat, and any Problems
- **Co-Hosts** can assist both the Emcee and the Tech Person
Designated by Host, have access to all Host’s Controls
Exceptions: Starting and Ending Meetings or Breakout Rooms
- An **Alternative Host** can be set up to Start and End Meetings

Emcee and tech host tasks

The Emcee interacts with those attending.

- **Welcome people** and encourage banter while people arrive
- Endeavor to begin close to the starting time.
- **The Emcee** should remind people to **mute** and recommend **Speaker View** for telling and **Gallery View** for group discussion.
- After Tellers are **Spotlighted**, remind people to return to **Gallery View**.
- **The Emcee** should make and share **announcements**, along with the Tech Host's Chat and Screen sharing of them
- **The Emcee** should point out the **Tip Jar** and other ways to make donations
- Remind people to **save their Chat** at the end of the Program

The Tech Host manages the Zoom Environment

- **The Tech** starts the meeting in advance of the "Starting time"
- Keeps an eye on the **Waiting Room** and **admits people**
- **Monitors the Participants Panel**
- **Spotlights tellers** and may cut Chat during Presentations.
- The **Tech Host** may be recording or may give recording permissions to individuals.
- Monitors Chat and pastes or shares screen announcements
- Be very familiar with the options in the Security Tab and how to deal with disruptions.
- Should be aware of late arrivals, potential issues, such as low bandwidth or unexpected background noise. People with problems joining the meeting .
- If necessary, return people to the waiting room, or remove them (permanently) from the meeting.

Co-Hosts can assist both the Emcee and Tech Host during the Program as needed

The Emcee Host

- Welcomes people and encourages banter and conversation as people arrive
- Endeavors to get started close to on time.
- **The Emcee** should remind people to **mute** and not **chat** while stories are told; recommend **Speaker View** for telling and **Gallery View** for group discussion.
- After Tellers are **Spotlighted**, remind people to return to **Gallery View**.
- **Make Introductions of Speakers and encourage applause.**
- **The Emcee** should point out the **Tip Jar** and other ways to make donations
- Either **the Emcee** or **Tech host** can make and share announcements
- Reminds people to save their Chat at the end of the Program
- **The Emcee** may ask people to let the Tech Host know if they would want to record themselves to their computer, reminding people not to record others without permission.

The Tech Host

- **The Tech Host** will start the meeting well in advance of the “Starting time”
- Keep an eye on the **Waiting Room** and **admit** people to the meeting.
- **Monitor the Participants Panel** – for background noise and other issues
- The **Tech Host** may **rename** participants or ask them to rename themselves.
- The **Tech Host** may **Spotlight** tellers and may also shut off Chat during the telling of stories.
- The **Tech Host** be **recording** or may give recording permissions to individuals.
- The **Tech Host** should monitor the **Chat** and paste or **share screen** any announcements at appropriate moments.
- The **Tech Host** should be aware of late arrivals, and potential issues, such as low bandwidth or unexpected background noise. There may be people with problems joining the meeting to resolve.
- The **Tech Host** should be very familiar with the options in the Security Tab and how to deal with disruptions.
- The **Tech Host** can, if necessary, return people to the waiting room, or remove them (permanently) from the meeting.
- End the meeting and save recordings

Additional Swaps tasks

For Swaps: The Emcee also . . .

- Creates a list of those who wish to tell and determine the order of the telling needs to be determined.
- **The Guidelines** should be explained at the beginning – reminding people of our standards and time limits, and if it applies, at swaps, the **timekeeper** and the signals.
- The **Timekeeper** should make sure they have a chime or something not real intrusive that can signal the tellers with a one minute warning before their time is up..