Virtual Event Template and Sample Schedule/Agenda (example uses Zoom platform):

Virtual Event Plan (Zoom)

NAME OF EVENT GOES HERE!

<mark>Friday, April 10, 2020</mark>

<mark>11:00 a.m. - 12:00 p.m. PST</mark>

<mark>Zoom</mark>

Overview

Purpose/Objectives:

The quick brown fox jumps over the lazy dog...

Learning Outcomes and/or Call to Action:

The quick brown fox jumps over the lazy dog...

Style

Webinar/Presentation *(Presenters and hosts only, participants muted throughout-communicate through q+a or chat functions)*

Meeting *(Presenters and participants on video and audio)*

Roles

(See roles section for additional information)

- **Virtual Stage Manager:** Name
- **MC/Host:** Name
- **Chat/Q+A Moderator:** Name
- **Spotter:** Name
- **Presenters/Panelists:** Name
- **Breakout Room Hosts:** Name

Estimated Attendees

Number:

Audience Makeup:

Schedule/Agenda Sample

Time	Dur.	What/Who	Screen share/Visuals/Video	Audio
PRESHOW				
10:00 am		Start group text backup channel (MC/Stage Mgr)		
10:00 am	-30m	Start Zoom (Stage Mgr) ● MC and presenters connect, troubleshoot ● Make all presenters and room hosts "co-hosts" ● Share cell numbers for group text ● Stage Mgr assigns co-host roles if needed, checks meeting settings ● Test graphics and slides ● Stage mgr start individual chat window with presenters ● Set up breakout rooms (if not done previously)		
10:30 am	10m	Breakout hosts join call ● Test breakout room assignments and functions. ● Assign breakout room hosts at this time		
	-10m	"Preshow" Mode ● "We will begin in _____ min VOGS (MC) As needed	****Stage Mgr screen share**** -Event title slide (share screen2 with comp audio enabled for bg music)	-Mute all participants -Uncheck allow participants to unmute themselves -Background music -Unmute Host/MC as needed
PROGRAM BEGINS (In case of presenter or MC drop, see vamping plan)				
WELCOME / OPENING				
11:00 am	2m	Welcome (MC via audio only) ● Begin recording (stage mgr)	****Stage Mgr screen share****	-mute bg music

		● Brief overview of agenda and presenters	-Stay on event title slide	
		Housekeeping Notes (MC)	-Housekeeping slide	
		Introduction of First Presenter (MC) ● Presenter bio read ● Hands off to presenter	-Event title slide **End of introduction, Stage Mgr stop screen share**	

PRESENTATIONS

11:02 am	7m	**Presenter 1** ● notes	**Presenter control screen** -Presenter starts their video or shares their screen	-Unmute presenter -Mute host
11:08 am	1m	Introduction of Second Presenter (MC) ● Presenter bio read ● Hands off to presenter	MC starts their video MC stops their video	-Unmute host
11:09 am	5m	**Presenter 2** ● notes	**Presenter control screen** -Presenter starts their video or shares their screen	-Unmute presenter -Mute host
11:12 am	1m	Introduction of Third Presenter (MC) ● Presenter bio read ● Hands off to presenter	MC starts their video MC stops their video	-Unmute host
11:18 am	5m	**Presenter 3** ● notes	**Presenter control screen** -Presenter starts their video or shares their screen	-Unmute presenter -Mute host
11:22 am	1m	Introduction of Fourth Presenter (MC) ● Presenter bio read ● Hands off to presenter	MC starts their video MC stops their video	-Unmute host

11:23 am	5m	**Presenter4** ● notes	****Presenter control screen**** -Presenter starts their video or shares their screen	
11:27 am	1m	Introduction of Fifth Presenter (MC) ● Presenter bio read ● Hands off to presenter	MC starts their video MC stops their video	-Unmute host
		Presenter 5 ● notes		
		Transition to additional campuses ● Announce 10 min time frame, additional time after breakouts ● Share only additional or different ideas to what was previously presented ● Use raise hand function - Phyllis or clif will unmute their mic and allow their video		
	10m	Additional campuses	Allow participant to share video	Unmute individual
11:38 am	1m	Transition to breakouts (MC, CLIF) ● Housekeeping reminders for breakouts ● Hand raise by room, meeting host will assign participants to the rooms. ● Follow notes in presentation and script	MC starts their video MC stops their video	-Unmute host
Breakout Discussions				
11:39 am	20m	**Room 1: Topic (Host)** **Room 2: Topic (Host)** **Room 3: Topic (Host)**		
12 pm	1m	End breakout sessions, return to main event		
Q+A SEGMENT				
12:00 pm	30m	Q+A/Roundtable (MC) ● MC thanks presenter ● MC turn to chat moderator ● Richard begin questions ○ See q+a method ● MC announce add'l q+a follow up via email	****Stage mgr control screen*** -Q+A slide -presenter on video	-Unmute host

12:30 pm	2m	Closing remarks (MC) • Next event • CTAs, thank participants	-Next event slide -Social media CTA slide	
END PROGRAM				
12:45 pm	15m	Allow chat to continue		-Mute all, bg music
END ZOOM				