



**VIRTUAL
PROGRAMMING
101**

VIRTUAL EVENT PLANNING

Technology

- What technology platform makes the most sense? Is there a maximum for attendance?
- Safety
- Are there any special guests outside of your organization?

Supplies

- What do you need? How many?
- Will this cost money?

Flow/Staffing

- Do students need to sign up for the event? How will they enter the event?
- Is there a specific timeline?
- How many people need to help staff the event? Do you need to schedule a practice run?

STUDENT PROCESS

Signup

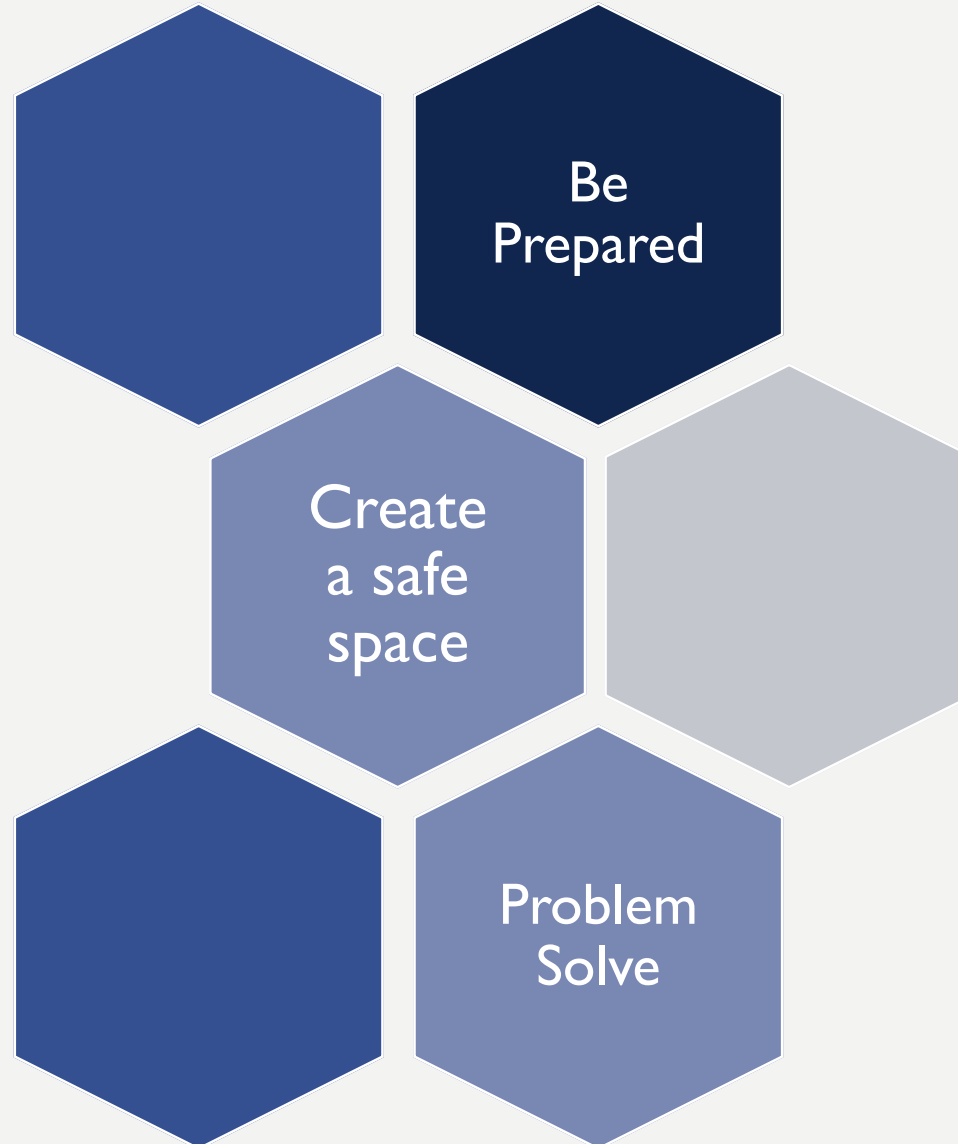
Confirmation
Email

Link Email

Attend
Session

Follow Up if
Necessary

3 KEYS TO VIRTUAL PROGRAMMING



BE PREPARED

Practice Run/
Log on early

Test audio
and video

Know your
role

Practice your
thoughts,
speak slowly

Go with the
flow

Remember
you're on
camera

SAFE SPACE

- Pitt Students Only- Link from zoom
- Waiting Room
- Sound/video
- Chat

WHERE AND WEAR

Where

- Good connection
- Simple background if possible
- Quiet place if possible, headphones help

Wear

- Represent your org
- Be you!

INTROS/ CONCLUSIONS

Intros

- Welcome
- Name, Year, Major, Pronouns
- Objective

Conclusions

- Thank you
- Social Media
- Future opportunities

Any questions?