VIRTUAL MEETUP TOOLKIT

Topic of the Meetup *{Enter key topics for meetup. This will give your audience a basic idea of what your meetup will cover.}*

_____

_____

Technology Platform/Software *{Check all that apply}*

Zoom   WebEx   Kahoot   Other _____

Equipment Needed *{Check all that apply}*

Camera   Microphone   Headphones   Other _____

Attendance

Target Audience *(i.e. YPs)* _____

Number of Participants Expected *(Goal):* _____

Communications

Meeting Date: _____   Meeting Time: _____

Date to Post on Social Media: _____   Date to Post on website: _____

Email blast date: _____   Reminder Email Blast date: _____

Confirmation with Speaker or Guest: _____

Speaker/Guest Information

Name: _____   Phone Number: _____

Email: _____

Bio: _____

Cost: _____   Surveys or Polls requested: _____

Follow up

Date to send out resources (as needed): _____

Email to send follow up thank you (as needed): _____

VIRTUAL MEETUP TOOLKIT

2 Months Before the Meet Up

- » Decide on topic(s) for the meetup
- » Send initial communication to speaker(s) and get confirmation on date and time
- » Decide what technology/software is needed

1 Month Before the Meet Up

- » Set up the meeting on the designated software platform
- » Send out email communications with the following:
  - o A summary of the event
  - o A link to register for the event
  - o Contact information for troubleshooting or questions from guests
- » Post the event across all social media platforms
- » Send communication to speaker(s) to reiterate the date and time of the event
- » Set up any polls/questionnaires/surveys on the designated software platform

1 Week Before the Meetup

- » Send an email reminder about the event
  - o Include all items from the initial email
- » Post again on social media
- » Write Intro and Outro meetup scripts
  - o Introduction script should include a welcome to the event, any guest or speaker bios and a brief description of the meetup topic(s)
- » Gather any resources that will be shared before, during, or after the meetup.
  - o Links to websites
  - o Links to communications
  - o Any other resources provided to guests of the event

Day of the Meetup

- » Arrive Early
- » Meet with the speaker(s) for any last-minute information
- » Mute all participants and encourage the use of the chat feature to ensure a streamlined meetup
- » Provide guests with all necessary resources

One Day Post-Meetup

- » Send out thank you communications with guests and speakers for participating in the Virtual Meetup event.