



PREPARING FOR YOUR EVENT.

YOUR TO-DO LIST.



IDEATE

2 weeks out

What you need to do

- ☐ Begin promoting the event and recruiting participants.
- ☐ Select video-chat platform (e.g. Zoom, YouTube, Teams).
- ☐ Confirm that Google Forms can be opened in your organization (test link).

What we'll work on together

- ☐ Determine if we need custom questions.
- ☐ Finalize date, time and duration.
- ☐ Discuss any fundraising/sponsor needs.
- ☐ Align on how **break-out rooms** will work.
- ☐ Determine if you would like someone from your organization to 'kick-off' the event (or branded logos on the screen).



COORDINATE

1 week out

What you need to do

- ☐ Ensure participants are each on a team. Each team should be 1-10 people.
- ☐ Make sure each team has a designated team captain in charge of answers.
- ☐ Set up video-chat meeting and necessary break-out rooms.
- ☐ Send out event invites with the appropriate video-chat platform links.



PARTICIPATE

Game day

What you need to do

- ☐ Test the answer sheet links.
- ☐ Begin the video-chat meeting at least 15 minutes prior to the event start to give the Hambone's team time to set up.
- ☐ Be on-hand to answer technical questions or troubleshoot with participants.
- ☐ (Fundraisers) Share via email the private YouTube live link with players and instructions on how to play.

What your participants will do*

- ☐ Join video-chat meeting at start time.
- ☐ Team captains will open up the answer sheet to answer questions; everyone else will open view-only sheet (links provided).
- ☐ Questions & answers will be given in the main video call. Teams will go into their breakout rooms to discuss answers.

*instructions to be outlined during the event, too.