

One week to go checklist: online activities

The below checklist is a starting point to help you with practical considerations for your online activity. Do add to this and include any tasks specific to your activity and your intended audience.

Week before

- Reminder email to attendees with joining details (don't publish these online)
- Invite local media along
- Do final promotional push for bookings
- Check your platform settings e.g., security features, captioning function etc.
- Check attendees' access requests
- Check in with volunteers helping on the day
- Finalise details with contributors and partners
- Finalise where you'll sit for the event – quiet space with good internet connection
- Think about lighting, acoustics, a themed background - make it 'feel' like an activity
- Make final schedule for the activity
- Have a test run and practice with the tech
- Make a plan in case your activity is disturbed
- Check your risk assessment and safeguarding procedures

Day before

- Send reminder email to attendees with joining details and code of conduct
- Save PowerPoints, videos etc. onto a USB
- Check registrations and access requests
- Have Being Human intro speech and evaluation link ready
- Set up a channel of communication to stay in touch behind the scenes
- Sleep easy knowing you've got this!

Day of activity

- Check there are no issues with your platform
- Check your device is plugged in
- Log in early to get the room set up as you like
- Ask contributors to arrive early and have a quick run through in a virtual green room
- Set up a virtual waiting room for attendees
- If desired, mute attendees upon entry to prevent background noise
- Monitor the inbox connected to the activity in case attendees are struggling to login
- Put the code of conduct link in the chat box
- Give appropriate information to attendees if recording activity
- Have evaluation link to pop in the chat box
- Count attendee numbers to send to Being Human team
- Tell attendees about #BeingHuman2022

Day after

- Thank you emails to those who contributed
- Follow up email to attendees with online evaluation link and further materials/links
- Send registration and actual attendee numbers to Being Human
- Share success on social media
- Congratulate yourself - you did it!