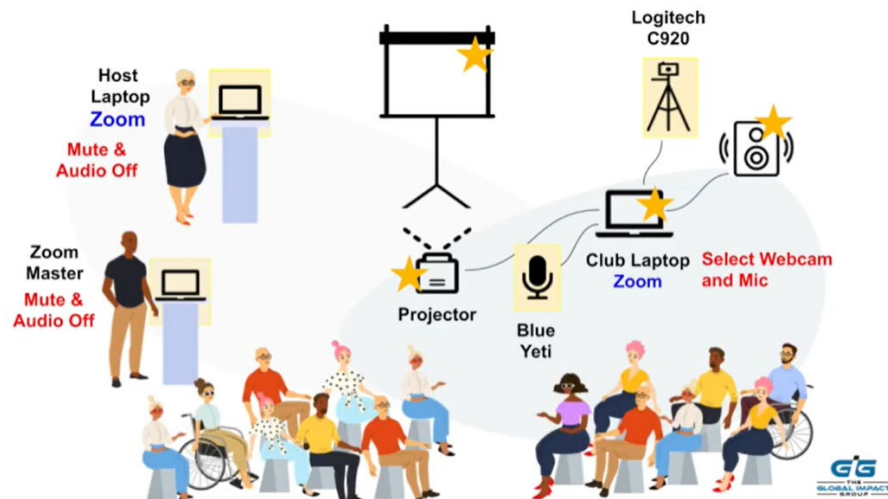# Virtual/In-Person (V/IP) Meeting Checklist

	V/IP (Hybrid) Meeting Task Description
☐	1. V/IP resources to help run V/IP Meetings: • Quick Start Video and Quick Start Guide • TGIG.org website
☐	2. Meeting Team – Roles may be performed by one or more person. Label Zoom tiles with roles below: • President/Host – energizes event flow, manages "run of show" script. • Guest Presenters – engages audience, and manage presentation slides, video and audio. • Zoom Master – Zoom host, controls the room online and onsite, authorizes Presenters as Co-Hosts. • Sergeant at Arms (Rotary) – Zoom co-host, monitors attendees for compliance.
☐	3. Club Laptop – a standalone device that connects to the external room projector, audio speaker, microphone, and video camera devices. These connections may be included with the Zoom Master.
☐	4. President/Host Laptop – the laptop camera faces the presenter for the audience to see. Presenters control their slides, video, transitions with co-host controls. Remote online presenters will use their own PC/MAC. Presenters energizes and engages the audience both onsite and online.
☐	5. Zoom Master Laptop – Zoom Host controls the room audience, assigns Zoom Co-hosts to the main presenters, and controls the audience. Holds backup slides, video, and presentations. The Zoom Master may carry on the functions of the Club Laptop for connectivity, and Sergeant for compliance.
☐	6. Survey and document the room components to scale. Map the positions of the Host (i.e., President), presenters, audience, laptops, screens/monitors, speakers, microphones, cameras, controllers, cables, power outlets, tables, platforms and spares. Note the entrance, exit, and walkway.
☐	7. Include external microphone, camera, and/or speaker to support the room as needed. There can only be one active audio device set on at one time.
☐	8. If Zoom Master assists the Presenters, obtain and test presentation, audio, video in advance.
☐	9. Keep hardware and software licenses up-to-date – i.e., Zoom Pro, hardware drivers, recording space.
☐	10. Practice running through the script, event transition flow, and technology online and onsite.
☐	11. Verify and test Wi-Fi and internet connectivity, speed and capacity. Minimum 5 Mbps upload speed.
☐	12. Review "run of show"- script of the meeting, flow, and presenters – (i.e., Presenters/panel, queue media presentation slides, video, pictures, sound), show items in the room (i.e., banners, flag, posters).
☐	13. Setup and test onsite equipment – laptops, projector and screen(s), internal/external - microphone, camera, speaker, battery, and lighting, for optimum audio sound and visual view.
☐	14. Setup and test online connection – Zoom, tiles, views, spotlights, audio, controls, presenters, Co-hosts, and recording. It gets easier with practice.
☐	15. Actively manage the event online and onsite. Follow the agenda, maintain flow, and reduce disruptions.
☐	16. Leave time for the Zoom recording to render in the Cloud or on the computer.
☐	17. And have fun!