

Roger Williams
University



Department of
Student Programs,
Leadership, & Orientation

Virtual Event Guide

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Introduction

As part of Reopening Roger, the Department of Student Programs, Leadership, & Orientation (SPLO) is committed to continuing to provide opportunities for student involvement and engagement in as safe a manner as possible. The following information is from the Roger Williams University (RWU) [Reopening Roger: Spring Return](#) webpage, under [Meetings and Events](#).

As recommended by the [Centers for Disease Control and Prevention] CDC, the University will continue to encourage virtual interaction practices (online or by telephone) for larger meetings and will follow at [Rhode Island Department of Health] RI-DOH phases for event capacities and best practices.

To the extent possible, this policy will apply to **student services**, including academic advising, study abroad information sessions, registration, counseling, health services, club and organization advising, student conduct hearings, resolution of roommate conflicts, and career development.

Any club or organization meetings or activities will be conducted via Zoom whenever possible, and if they are in-person, attendance will be restricted to the group size limits in place for the reserved meeting location. An event sponsor will be identified and charged with the responsibility of **maintaining group size limits** in accordance with state requirements for indoor and outdoor group events.

Social distancing measures will be applied across **all indoor facilities** with signs explaining expectations and requirements pertaining to minimum distance of 6 feet, face masks when the minimum distance is not possible or the University otherwise requires, and personal cleaning and surface cleaning practices and materials. *Last Updated: 7/15/2020*

In support of this University policy, SPLO has created this virtual event guide as a resource for our clubs and organizations. This guide is not exhaustive but we hope it will be a helpful resource for clubs and organizations in planning virtual programming and engagement.

We encourage our student leaders to be innovative and to continue providing the student body with exciting and engaging programming and events, as safely as possible. As always, SPLO is available to answer any questions and provide support and guidance along the way. We are excited for the programming you'll bring to campus!

Getting Started

All events should have a game plan or strategy, whether big or small, offline (pre-recorded) or online (live). Begin with a key goal and concept, then build upon it. The earlier planning begins, the better.

Questions to ask yourselves

- What is the purpose or goal of this event?
- Who is the target audience?
- How many attendees do we expect?
- When is the best date and time for the event?
- What is on the event's agenda? Does the agenda convey the purpose or goal of the event?
- What is the best format and length of the event?
 - Best practice alert: Keep virtual events to no more than two hours and consider spreading longer events over multiple days.
- How long will we engage our attendees?
 - Best practice alert: Consider a few different options to keep the audience engaged. Consider encouraging audience participation through available features on the platform being used. For example, when using Zoom, consider using the hand raise, chat, poll, Q&A, or shared screen features.
- What kind of experience do we hope to deliver?
- Will the event be live, on-demand, or both?
- Where do we want the content to be seen?
- Will we require event registration? If so, what platform will we use to register attendees?
 - Will access to the event be free for students?
- How will we promote the event?
- Do we plan to work with another club, organization, department, etc.?
- Will students still have access to the event once it's over?
- What data do we plan to track, if any? Will there be a survey for attendees to complete after the event?

Goals and Objectives

As with all events, defining the goals and objectives of your virtual event is an important step in the event planning process.

Define why you're putting together this event, and what you're hoping to achieve. What will students get out of the experience? Define your target audience, as this will impact

many aspects of planning and execution. The better you can identify the audience, the more you can cater your virtual event to them.

Work together as a club or organization—including executive board members, committee/general members, and advisors—to set goals and objectives for your programming efforts, and ensure your efforts align with the mission of your club or organization.

Develop A Virtual Event Concept

Developing the concept will help you make the right decisions, especially in a format that is relatively new to event planners who are used to planning in-person events. Use your imagination and allow yourselves to be creative.

Picture the theme or concept you will want your virtual event to follow. Will your event be completely virtual or will it be a hybrid event with virtual and in-person elements? Will the event occur completely live, in real time or will it involve pre-recorded elements that students can access at their leisure?

Learn from other virtual events you have participated in or experienced. What went well and what could have gone better? What inspiration can you draw from those events and experiences?

Doing research will be very helpful. Writing, drawing, or talking out your ideas can help you imagine or visualize the concept more clearly and make it feel possible.

Choose a platform

There are many platforms, websites, and apps available for virtual events. Some tools are available for free, or are free with options to pay for premium features, while others require a subscription.

Choosing the appropriate platform for your virtual event will depend on the answers to the questions listed in the *Introduction* of this guide, along with the following questions: What features will your virtual event require? Can it be facilitated via social media, such as Facebook or Instagram, or does it require video conferencing, such as Zoom?

Platforms to consider

(Listed in alphabetical order)

- [Airmeet](#)
- [Facebook](#)
- [Flipgrid](#)

- [Google Hangouts](#)
- [GooseChase](#)
- [Houseparty](#)
- [Instagram](#)
- [Kahoot](#)
- [PheedLoop](#)
- [Quizizz](#)
- [Twitter](#)
- [Zoom](#)

University-sponsored Zoom Accounts

The University has a Zoom enterprise license, which allows for consolidation and conversion of all existing RWU Zoom accounts/licenses to a feature-rich and robust enterprise license. The enterprise license comes with [a branded and dedicated Zoom website specific to RWU](#), the use of single sign-on (SSO) using your RWU credentials to log on to Zoom, and unlimited time for group meetings.

All faculty, staff, and students, as well as clubs and organizations, now have access to University-sponsored Zoom accounts, at no cost to the individual user or club/organization.

All clubs and organizations must utilize their University-sponsored Zoom account to facilitate their virtual meetings (i.e., general meetings, committee meetings, executive board meetings, etc.). Hawk Link now features an option to include an online location for group meetings and events. When creating your meeting or event in Hawk Link, you will enter the Zoom link for the meeting or event into the “online location” field, so attendees will know how to access your group’s meeting or event.

SPLO has provided information to all clubs and organizations about how to log in to their respective University-sponsored Zoom accounts. If there are questions about club and organization Zoom accounts, please contact a staff member in SPLO.

Determine technology needs

Whichever platform is chosen, virtual events, like in-person events, have their own set of audio/visual and production needs to be met. Access to the internet is paramount for both the planners and the attendees.

Ensure the planners, and those facilitating or hosting the event, have reliable internet access to avoid any connection interruptions, especially for the attendees. Audio and video quality will have an impact on the experience of the attendees, thus, an impact on the success of the event.

Prepare for Technical Issues

Whereas executing in-person events can have a few hitches, virtual events can potentially have a few glitches. While you will not have to worry about space and setup the same way you would for an in-person event, space and setup still play a factor in virtual events. Technological aspects, such as platform integrations, cybersecurity, platform features, chatbots, etc., will affect access and the overall event experience, for event planners and attendees alike.

Before the event, test your internet connection, and have any hosts, facilitators, or speakers do the same. Prepare backups of visuals and presentations in case a file is lost or damaged. If possible, conduct a rehearsal of your event. The sooner you identify problems, or even potential problems, the sooner you can identify solutions to ensure a successful event and enjoyable experience.

Your attendees' experience and expertise with technology will vary. Try to anticipate potential technical issues your target audience may encounter by preparing easy to follow guides or a list of answers to frequently asked questions (FAQs). Consider designating a few of your club or organization members to help troubleshoot technical issues with attendees, if possible. Provide the attendees with clear information about where and how to ask for help with technical issues during the event.

Accessibility

As is the case with in-person events, virtual events should be as inclusive and accessible as possible. Use clear language, large fonts, and high color contrast at all touch points, including presentations. Provide captions and visuals where possible for audio, and provide descriptions where possible for visuals.

Choose a platform with technology that is accessible to students. With the exception of capacity limits and registration requirements, your events must be open to all students, so do your best to remove or avoid any barriers that impact access to your event.

If there are concerns or issues regarding technology needs that may require elevated attention, please work with your advisor(s) to develop a solution or alter event plans. Remember to be adaptable, as technology constantly evolves.

Consider the format

One of the primary shifts in mindset you have to make when transitioning from in-person to virtual events is considering the format of your virtual event. Do you want a speaker talking to the audience? Do you want the audience to engage? Do you want attendees to be able to go from one virtual room to another? These are all things to consider.

Webinars, live streams, webchats, panels, and forums, among others, are all possible formats, but which format fits the goals of your event?

Facilitation

Consider how your event will be facilitated. Will your event require a host who is moving the event along or facilitating the activity? Perhaps your event only needs a small introduction to get things started. Include facilitation in your event plan to ensure a smooth execution of the event.

If you intend to invite a host or facilitator, especially from outside your club or organization, provide the invitee with enough notice and information to consider your offer and ensure they feel prepared for the event.

Participation

Consider how you would like students to participate in your event. Will students need to bring anything with them to the event? To what items, if any, will the students need to have access in order to participate in the event? Is this being communicated to students in your promotion of the event? Do you intend to supply students with necessary materials for the event? You will want to make sure students are prepared to fully engage in your event.

Recording

Depending on the type of meeting or event, there is often an interest in recording a virtual meeting or event for group members or attendees to access at a later time. For example, if your group invites a speaker or presenter, you may want to record the event to include on your social media or to keep in your archives/records, whether for reference at a later time or for historical purposes. If you are going to record your virtual meeting or event, include a disclaimer for attendees upon logging in to the virtual platform.

On Zoom, for example, you can update your group's Zoom account settings to enable a "recording disclaimer" that will show a disclaimer to participants before a recording starts. Also, if a meeting is already being recorded before a participant logs in, a disclaimer will appear on the screen to the participant before they join the meeting or event.

An example of verbiage used in a recording disclaimer on Zoom is, "This meeting is being recorded. By continuing to be in the meeting, you are consenting to be recorded." The participant will be given the option to click either "Leave Meeting" or "Continue." The graphic below shows what the disclaimer will look like on a participant's screen:

This meeting is being recorded

By continuing to be in the meeting, you are consenting to be recorded.

Leave Meeting

Continue

You can also enable “multiple audio notifications of recorded meeting.” Enabling this feature will cause Zoom to “Play notification messages to participants who join the meeting audio. These messages play each time the recording starts or restarts, informing participants that the meeting is being recorded. If participants join the audio from telephone, even if this option is disabled, users will hear one notification message per meeting” (information from the *Recording* tab under *Settings* in Zoom).

Another option for informing participants that the meeting or event will be recorded is to include a disclaimer in the meeting or event invite. For example, when sending a calendar invite for a meeting or creating an event for your meeting in Hawk Link, including verbiage—such as the example shown previously in this section, or the following example provided—will provide participants with notice of your group’s intention to record the meeting: “This meeting will be recorded for record-keeping purposes. By joining the meeting you are consenting to be recorded.”

Your group may also provide a verbal disclaimer at the start of your meeting or event, that is then expressed in text in the chat feature of your virtual platform. For verbal disclaimers, it will be necessary to repeat the disclaimer aloud whenever someone joins the meeting or event after the meeting or event has begun.

Hybrid and in-person events

In accordance with University policy, at this time, we encourage clubs and organizations to host virtual events, rather than in-person events or hybrid events. Hybrid events are events that feature both virtual and in-person elements.

If your group is interested in hosting a hybrid or fully in-person event, an [“In-Person Gathering Request: 2020-2021”](#) form must be submitted on Hawk Link. All requests are reviewed and decided upon by Carol Sacchetti, Assistant Dean of Student Life and Director of SPLO.

Please note, the In-Person Gathering Request form is only for clubs and organizations. Departments and other groups can email Carol Sacchetti at csacchetti@rwu.edu with questions regarding hybrid or in-person events.

Your event cannot be advertised or conducted as hybrid or in-person until approval is granted by SPLO and you have a confirmed location.

If any portion of your event will take place in-person, there are guidelines that must be followed by all those in attendance, including the club(s) or organization(s) in charge of the event.

- Encourage students to avoid the event if they do not feel well or are experiencing symptoms of illness and to seek medical support
 - Anyone exhibiting flu-like or COVID-19 symptoms will not be permitted entry and will be referred to appropriate services
- Ensure event capacity complies with the most updated department, University, and state regulations
 - Please note: Capacity is different for indoor events and outdoor events and varies from one location to another. The SPLO staff will confirm the allowed capacity for each club/organization event during the planning process.
- When possible, hold the event outdoors
- Require students to RSVP or register for the event ahead of time
- Attendance must be recorded for all events, whether virtual, hybrid, or in-person
- Require physical distancing
 - Everyone at the event must remain at least six feet apart from each other
- Require mask wearing
 - Face masks must be worn appropriately by everyone at the event, covering both the nose and the mouth
- Ensure all attendees are aware of any nearby sanitizing stations throughout the venue
 - Consider providing hand sanitizer, if possible, when sanitizing stations are not available.

Additional guidelines may be communicated via email in response to the In-Person Gathering Request you submitted on Hawk Link. Any questions or concerns about hybrid or in-person events must be discussed with your club or organization advisor(s) **AND** the SPLO staff.

Planning Your Event

Every successful event has an established purpose or goal, an agreed upon plan of action—which includes the event concept, platform, format, target audience, date, and

time—and a set budget. Work together with members of your club or organization and your advisor(s) to plan your event.

Date and time

While space requests are not necessary for a virtual event, the date and time, however, are as relevant as ever. Picking the right date and time for your event is important, regardless of size or platform.

Be thoughtful when making this decision, do a little research. Make sure there are no competing events, obligations, or holidays that would interfere with attendance. Do the date and time you are considering conflict with another event or students' class times? If you are considering a 12 p.m. start time, will your event conflict with students' lunchtime or lunch plans? If you are considering a weekday, what time do classes run on the day of the week you are considering? Does the proposed event date and time coincide with a high-profile sports game, the finale of a popular show, or release of a highly anticipated movie or video game update?

Try your best to pick a date and time that work for as many students as possible. Think about your own student experience; when are you and your peers typically online? Consider sending out a survey to your members or the student body, or posting a poll on your social media, for preferred dates and times.

Budgeting

To successfully plan your virtual event, you need to determine if your event requires funding. If so, work with the treasurer of your club or organization to determine available funding and set an event budget. A budget will help you decide what elements or features to include or exclude when creating your virtual event. Be sure to keep the budget updated throughout the planning process and account for all possible expenses.

If your club or organization does not have enough funding to execute the virtual event you would like to plan, consider partnering with another club or organization to co-sponsor and help plan the event. Your club or organization may also consult the Student Senate for information about other funding opportunities.

Contracts

If you intend to bring a speaker, host, presenter, etc. to your event who requires payment, you will need to work with your club or organization advisor(s) to help facilitate the contract process. If your club or organization advisor(s) are not SPLO staff members, you will need to work with the SPLO staff, as well, to help facilitate the contract process.

The contract review process takes approximately three to four weeks to complete. It begins once you and the agent or vendor have agreed to move forward with booking. The agent or vendor will need to send a contract via email to your advisor(s). If the agent or vendor does not have their own standard contract to provide, your advisor(s) will utilize the University's Standard Engagement Agreement Form to create a contract between the agent or vendor and the University.

Your advisor(s) will review any contracts sent from an agent or vendor. The contract will then need to be reviewed by the director of SPLO. Next, the contract is sent to the Office of General Counsel (OGC) for review, approval, and signature by the Interim Associate Vice President for Accounting and Treasury Management. OGC will send the signed contract back to your advisor(s), who will send it back to the agent or vendor for review, approval, and countersignature.

When the University's Standard Engagement Agreement Form is used, your advisor(s) will send the contract to the agent or vendor for review, approval, and signature. When the agent or vendor sends back the signed contract, your advisor(s) will review it again to ensure there are no changes. The contract is then reviewed by the director of SPLO, after which it is sent to OGC for review, approval, and signature by the Interim Associate Vice President for Accounting and Treasury Management. OGC will send the signed contract back to your advisor(s).

Once the contract has been agreed upon and signed by all necessary parties, it is shared with all necessary parties. The terms and conditions outlined in the signed contract are to be followed as your club or organization moves forward with planning and executing the event.

Outside Vendors

External vendors, speakers, presenters, performers, etc. must be approved by the Director of SPLO. All approved vendors must complete the RWU Health Screening survey prior to arriving on campus.

All visitors to campus will be required to observe all campus COVID-19 safety guidelines which include, but are not limited to, physical distancing, wearing a face covering appropriately, hand hygiene, etc.

No external guests (i.e. non-RWU students, faculty, or staff) may attend on-campus events.

Food

All food for gatherings, meetings, and events must be pre-packaged from the manufacturer where applicable.

For RWU Catering requests from Bon Appétit, our campus dining service, clubs and organizations should follow standard practice for requesting catering for events. Please consult your advisor(s) for more information.

Approval for food trucks and other outside food vendors will be determined by the Director of SPLo. Please note, for any outside food vendors preparing and serving food onsite, such as food trucks, a contract is required, along with a Food Business License from the Rhode Island Department of Health and a certificate of insurance (COI). Please consult your advisor(s) **AND** the SPLo staff regarding outside food vendors.

Payments and purchases

Your advisor(s) will facilitate the process for any payments that need to be made to agents, vendors, or artists who have been contracted for your event. The method of payment will be determined in the contract. Ensure you plan accordingly to allow appropriate time to process any payments, such as check requests, purchase orders, or credit card payments.

If you are planning to purchase anything for the event, such as access to specific technology, necessary materials for participants, or any promotional items, please work with your advisor(s) to follow the purchase request process for your respective club or organization.

Please note: There has been an increase in the amount of packages shipped to campus, which may cause delays in processing items received in the mailroom. As such, to ensure your supplies arrive on time for your event, please place orders further in advance to account for extra shipping time.

Advertisement and promotion

When possible, promote your virtual events in the same ways you would promote your in-person events, using Design Center services, social media, tabling, and other promotional activities. Be sure to add your event to Hawk Link as early as possible and ensure all necessary information is included.

Design Center

The Design Center is a service provided by SPLO to help clubs and organizations promote their events and programs across campus. A dedicated team of student designers create flyers, banners, and posters to be distributed and posted across campus to promote events and programs.

To request flyers, banners, and posters for A-frames from the Design Center, please submit a "[Design Center: Club and Organization Request Form: 2020-2021 \(For Senate Chartered Groups\)](#)" on Hawk Link, referred to colloquially as a Design Center Request.

Flyers

Flyers can be designed, printed, and distributed to residential communities for posting. Flyers can also be posted in SPLO-managed bulletin boards in the Campus Recreation Center and The Commons.

You may also order flyers for pickup, in which case, a representative from your club or organization must pick up the flyers, when ready, from the Design Center on or before the event date. The Design Center will send an email to the request submitter when the flyers are ready for pickup.

Banners

Banners can be designed, printed, and posted in the Campus Recreation Center and The Commons. To have your banner displayed in the Campus Recreation Center and The Commons, a request for banner space must be submitted to the Administrative Assistant in SPLO.

At this time, banner requests should be submitted via email to Krystal Sweet, Administrative Assistant in SPLO, at ksweet@rwu.edu. Your email should include:

- Your club or organization name
- Information about the event (name, date, time, and location)
- The requestor's name and phone number
- In which buildings you'd like to request banner space (Campus Recreation Center and/or The Commons)
- The exact dates you'd like your banner to be displayed

Banner space requests should be submitted immediately following the submission of your Design Center Request. Building Managers, who are student staff members in SPLO, will hang up banners in their designated locations on their designated dates,

based on confirmations made by SPLO's Administrative Assistant, and take them down after the event has occurred.

You may also order banners for pickup, in which case, a representative from your club or organization must pick up the banners, when ready, from the Design Center on or before the event date. The Design Center will send an email to the request submitter when the banners are ready for pickup.

A-frames

A-frames are foldable, standing boards that display posters on either side of them. Posters for A-frames are colloquially referred to simply as A-frames. When requesting A-frames, the Design Center will email the request submitter when the posters are ready for pickup. Two posters, one for each side, will be printed for A-frames.

A representative from the club or organization must pick up the posters from the Design Center and affix them to the A-frame, which is stored in SPLO. If necessary, a SPLO staff member will provide you with a roll of tape to affix the posters to the A-frame.

Your club or organization is responsible for putting the A-frame out on display, either outside the main entrance of the Campus Recreation Center (or inside the Campus Recreation Center atrium during inclement weather) or outside of the quad-side entrance to The Commons (or on the lower landing inside The Commons during inclement weather). A Building Manager will collect all A-frames at the end of each day to return them safely to SPLO.

Your club or organization is responsible for putting the A-frame out at the start of each day and the Building Managers are responsible for bringing them in at the end of each day. Once your event has passed, Building Managers will dispose of the posters attached to the A-frames.

Policies

- Clubs and organizations will be charged \$20 for any printed materials that are not picked up from the Design Center on or before your event date
- **Seven business days are required for all design work**
- You may request an original design from a student designer or submit your own designs for printing
 - When submitting your own designs for printing, please ensure the appropriate dimensions are used. Appropriate dimensions for flyers, banners, and posters for A-frames are detailed in the Design Center Request form on Hawk Link.
- For original designs from a student designer, **three business days are required for each design change**
 - There is a maximum three changes allowed

- Final discretion of design and layout is up to the student designer
- Design requests are processed on a **first in, first out** basis
- Flyer copies are charged to the individual club or organization account

For questions or more information, please contact the Design Center via email at designcenter@g.rwu.edu.

Social media

Continue utilizing your club or organization's social media platforms to post information about your event.

Consider going beyond your typical advertising strategies and incorporate other methods. If your virtual event is going to be broadcast from a specific venue or with a specific setup, you can utilize Instagram or Snapchat to show viewers the venue or setup as a teaser or a sneak peek of the event. Social media posts can also include links or references to other content, such as bios for featured speakers or artists or a tutorial video on how to log into the event.

Consider using a unique hashtag on your social media posts to connect followers to more posts about your event and generate buzz for the event. If you decide to use a hashtag for the event, use it frequently, while urging followers to do the same. Use your email listservs, as well, to promote the event and to send out links to the event signup page.

If possible, consider offering students an incentive to attend your event, such as chances to win a prize, an opportunity to have a Q&A with the featured speaker or artist, or access to exclusive content. Whatever you choose, make sure the incentive is clear in your marketing.

Take advantage of the social media tools available. Create an event countdown in Instagram Stories to remind people about the event and generate excitement. Make sure your posts and stories are shareable so your followers can share them on their own Instagram Stories, thus, spreading the word even further. Encourage your club or organization members to promote the event on their personal social media, as well.

Virtual event advertisements should include a link. Whether it's a link to a registration form or your group's Instagram profile, show your target audience where they need to go to learn more and to participate in the event.

Tabling

Tabling is an interactive way for clubs and organizations to promote their meetings, events, and other initiatives. Clubs and organizations will be permitted to book table

times to promote their virtual programming. However, there have been some changes made to table times.

Until further notice, tabling space will only be available in pre-established areas as determined by the SPLO staff. As such, The Commons, which is typically the primary tabling location for student groups, will not be used for tabling at this time.

All groups will be required to request tabling space via Hawk Link using the [SPLO Table Time Requests](#) form. There will be a limited number of tables and time slots for tabling space. Tabling requests are subject to the approval of the SPLO staff and are subject to availability.

A group may reserve no more than two time slots per week. Time slots are non-adjustable. Only one table may be reserved per group/per reservation.

No more than two people can staff the table at a time. Each person MUST sit/stand at each end of the table to maintain the required six-foot physical distance. Tables may not be moved or relocated. Physical distancing must be practiced and maintained while interacting with anyone who visits the table. Soliciting will NOT be allowed.

For questions about tabling, please contact Colin Clephane, Assistant Manager of Event Operations in SPLO, via email at cclephane@rwu.edu.

Attendance

Attendance must be recorded for every meeting and event, whether virtual or in person. This is required for the University's contact tracing efforts to keep the campus community as safe as possible.

Create an event in Hawk Link for each meeting and event your group hosts, whether virtual, hybrid, or in-person. Once your meeting or event is created in Hawk Link, an alphanumeric access code, as well as an attendance URL, that correspond with your meeting or event are generated by Hawk Link.

For in-person events (and hybrid events with in-person elements), the access code, sometimes referred to as an event code, will need to be entered into the Check-In app. Then, your group can utilize the Check-In app to scan each attendee's Event Pass in Corq to check in attendees to your meeting or event as they arrive.

It is helpful to designate group members who will be responsible for scanning attendees' Event Passes using the Check-In app.

When, at an in-person event, scanning an attendee's Event Pass with the Check-In app is not possible, the person(s) responsible for checking in attendees can manually enter each attendee's email address into the Check-In app to check them into the event.

For virtual events (and hybrid events with virtual elements), your group will utilize the attendance URL to check in attendees. Simply copy and paste the attendance URL into the chat feature on your virtual platform. The attendance URL acts as a self-check-in tool where attendees will need to click on the attendance URL and their attendance will be recorded. Any Hawk Link user who visits the attendance URL within 72 hours after the event ends will be marked as "Attended" for the meeting or event.

Using the Check-In app or attendance URL to track attendance will generate a downloadable attendance list from your meeting or event into Hawk Link. The attendance lists for all meetings and events, whether virtual, in-person, or hybrid, must be made available to the SPLO staff.

Additional Resources

Vendors and agencies offering virtual and/or hybrid event options

(Listed in alphabetical order)

Please note: This list is not exhaustive. Further research may be required by your club or organization to identify other vendors and agencies offering virtual and/or hybrid event options

- [Best Collegiate Events](#)
- [Degy Entertainment](#)
- [GP Entertainment](#)
- [Neon Entertainment](#)
- [NY Party Works](#)
- [Party Vision](#)
 - [Party Vision Virtual Programming](#)
- [SuperGames](#)
 - [SuperGames Health and Safety](#)
- [Switchboard Games](#)
- [The College Agency](#)
 - [College Virtual Programs & Drop Ship D.I.Y. Events](#)



Virtual Event Ideas

- [The Virtuex Cookbook: Service Extraordinary Virtual Experiences](#)
- [53 Virtual Activity Ideas to Keep College Students Engaged During COVID-19 \(from Presence.io\)](#)
 - Collaborative playlists (Spotify)
 - Playlist of the Day
 - Themed Playlists
 - Playlist Competition
 - Highlight students or student groups by sharing their respective playlists
 - Virtual Dance-Off
 - Pick a song, have students post themselves dancing to the assigned song, have viewers vote on best dance, give prize to the winner
 - Use social media for the posting and the voting
 - Book Club or Movie Club
 - Pick a book (movie) for everyone to read (watch), give everyone time to read (watch) the book (movie), bring students together to discuss the book (movie)
 - Could provide discussion prompts, choose a theme for the book (movie) options, etc.
 - Paint Class
 - Could be done virtually or in person with physical distancing
 - If virtual, put together “paint packs” with all necessary materials (brush, paint, canvas, etc.) and have students pick them up or deliver them to students’ residential communities
 - If in person, set up space to maintain physical distance (keep all students at least six feet apart from each other, identify sanitizing stations, require mask wearing by all participants, limit capacity with RSVPs/event sign-ups, etc.)
 - Video of the Day
 - From YouTube or another source
 - Pick a staff, faculty member, or student of the day to showcase their favorite video on social media
 - Set time limit of five minutes or shorter
 - Pick a theme: humor, inspiration, animals, etc.
 - Virtual Talent Show
 - Have students sign up to showcase their talent
 - Use Zoom or another video conferencing platform
 - Vote for the winner or have a judges panel
 - Prize to the winner(s)



- Tournament Brackets
 - Develop a tournament-style bracket for specific themes and have students vote on each match up
 - Theme ideas: Disney movies, superheroes (and villains), TV shows, professional athletes, music artists, best songs (#1 Hits), food (especially from The Commons; could do breakfast foods, lunch foods, dinner foods, desserts, snacks, etc.)
 - [Build a Tournament Bracket](#)
- Tutorial Webinars
 - Have someone demonstrate tutorials online
 - Examples: origami, crocheting, drawing, magic/card tricks, “life hacks,” room decoration or furniture arrangement, meals that can be made in a microwave, learn a new language, etc.
- “RWU Cribs”
 - Have students show-off their rooms, feature ways they’ve decorated or arranged their furniture
 - Could be a social media event, post a different room every week
 - Could include a voting element where viewers vote on the best room
 - Offer a prize to the winner, something to use in their room, a decoration, etc.
- Jigsaw Puzzles, Word Searches, Crossword Puzzles
 - [Create your own virtual jigsaw puzzle](#)
 - [Create your own word search](#)
 - [Create your own crossword puzzle](#)
 - Can make the puzzles campus-, club/organization-, or event-specific
 - Can distribute them physically or electronically
- Pet photo competitions
 - Submit photos of pets, especially dressed up or with a particular themed background
 - Students can vote on cutest, funniest, etc. photo on social media
 - Winner gets a prize
- Charades
 - [Charades!™ \(virtual charades app\)](#)
 - [Charades prompt generator](#)
 - Can play in teams
- Game Shows or Trivia Nights
 - [Kahoot](#)
 - [Quizizz](#)
 - Choose themes or categories
 - Individual or team
 - Could do something like HQ Trivia, campus-wide trivia event



- Esports Tournament
 - Work with Esports Club and Athletics
- TikTok
 - Challenges, Themes
- Virtual Scavenger Hunt
 - Use [GooseChase app](#)
 - [Scavenger Hunt Ideas \(from GooseChase\)](#)
 - Incorporate social media
- Board Game Competitions or Game Nights
 - [Here's How To Host A Virtual Game Night To Stay Connected With Your Friends \(from Elite Daily\)](#)
 - [Jackbox Games](#)
 - [Pogo \(Free Online Board Games\)](#)
 - [Poki \(Board Games\)](#)
 - [Tabletopia \(Play 1000+ Board Games Online for Free\)](#)
- Karaoke
 - [Karafun \(Online Karaoke\)](#)
 - [SingSnap \(Online Karaoke Community\)](#)
 - [Smule \(Karaoke Songs & Lyrics\)](#)
- Lip Sync Battle
 - Like [the show, Lip Sync Battle](#), hosted by LL Cool J and Chrissy Teigen
 - Competition
 - Prize for the winner(s)
- Discussion-based events
 - “Hot Drinks and Hot Topics”
 - “Hot Wings and Hot Topics”
 - “Breakfast in Bed”
 - “Lunch & Learn”
 - “Discussions over Dinner”
 - Could be serious topics or random topics
 - [Topic ideas \(from University of Michigan Flint\)](#)
- Podcasts
 - Have student groups create their own podcasts
 - Make podcasts available online
- Virtual Speaking Engagements
 - Hire a speaker for a live stream event
- Journaling
 - Give out journals (such as bullet journals)
 - Post a daily or weekly prompt for those who took journals
- Indoor Gardens or Window Gardens for your room
 - Succulents
 - Zen Gardens



- Bonsai trees
- Little potted plants for their window sills
- Meditation
 - Virtual guided meditation sessions
- Workout videos
 - Live stream a workout video for viewers to follow
 - Pick an on-campus fitness instructor to lead workouts
- [Livestreams & Virtual Concerts to Watch During Coronavirus Crisis \(from Billboard.com\)](#)
 - The list updates frequently
- Collaborate with campus departments to offer webinars about campus resources
 - Career Center: résumés, cover letters, job search support, interview tips, LinkedIn workshops, etc.
 - Faculty/Tutoring Center: study groups
- Host a virtual meal or coffee hour
 - [How To Throw A Virtual Dinner Party \(from delish.com\)](#)
- Host a game on your social media story
 - [How to: Make an Instagram Story Game \(from Crave New Media\)](#)

References

This guide was compiled using information from the following sources:

- ["5 Ways to Obtain Recording Consent" by Jordan Jeffrey, Chorus.ai](#)
- ["7 Easy Steps to Successful Virtual Event Planning" by Dan McCarthy, Social Tables](#)
- ["How to Host a Successful Virtual Event: Tips and Best Practices" by Katie Sehl, Hootsuite](#)
- ["Meetings and Events," Roger Williams University, Reopening Roger: Spring Opening](#)
- [Roger Williams University Video Conferencing, Made with Zoom](#)
- ["Virtual Events: Step by Step Planning Guide for Virtual Events," Dartmouth College Conferences and Events](#)
- ["Virtual Events Planning Guide: Step by Step Planning Guide for Virtual Events," Brown University Facilities Management, University Event and Conference Services](#)
- ["Your Ultimate Virtual Event Planning Checklist!" by Mariana Fernandes, Endless Events](#)