



HYBRID EVENT QUESTIONNAIRE

Despite some in-person gatherings beginning again, some individuals may still prefer the virtual event format. Producing successful events for both in-person and virtual participants is possible as long as you engage both audiences. Our Travel and Meeting Planning team has partnered with our A/V specialist to help you understand the nuances of planning hybrid events.



If you are interested in our Travel and Meeting Planning department conducting a FREE consultation about your event, fill out the form, print to a pdf, and email the form with your contact information to ConnectionalRelations@gcfa.org. Our Travel and Meeting Planning team will conduct a FREE consultation with your ministry and be in touch!



866-367-4232



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ENGAGEMENT

In what ways can you incorporate sites from the physical location into the virtual experience?

What manner could you include virtual participants in the physical location? Are they able to be seen by in-person attendees?

Do you have a process to make certain in-person attendees are utilizing microphones so virtual participants can hear the entire event?

Have you briefed your speakers to address and acknowledge virtual attendees as well as the in-person attendees?

ROLES

Do you have an Event Producer?

Is the Audio Engineer focused on both the in-person and virtual attendees?

Is someone acting as an IT Professional and testing all your bandwidth and equipment?

Have you assigned a Chat Monitor?

Do you have a Virtual Emcee to handle the changes that occur onsite for the virtual attendees?

Do you have an In-Person Emcee to keep the event flow going?

Have you thought about assigning a person whose job will be to monitor and create interaction between the in-person and virtual attendees?

TECH DETAILS

Have you explored and know you have the dedicated bandwidth to get your event to your virtual attendees on top of the bandwidth needed for in-person attendees?

Did you research your microphones? Have you determined if you need the use an ambient room microphone, which allows those on the live feed to hear the "chatter" of the room when a presenter may not be speaking?

BUDGET

Do you know your budget?

Who pays expenses? Virtual Attendees? In-Person Attendees?

Which revenue streams can cover in-person and virtual expenses?

Have you remembered you are planning for both types of attendees, using the budget to ensure the experiences are similar? Have you budgeted for the right "size" of your event tech? Virtual platforms have capacity, just like your ballroom does.

What new expenses are you needing to cover with a virtual event portion?