



HYBRID MEETING Final Pre-Event Checklist

If you're reading this, you're most likely in the final stages of planning a hybrid event! Stop, take a moment, and celebrate that. Planning two meetings – one in person and the other virtual – is a feat! Now it's time to get those final ducks in a row to ensure that your meeting runs smoothly.



1 MONTH BEFORE THE EVENT

HYBRID CONSIDERATIONS

✓ Finalize your team!

Who will handle what? Virtual elements may require creating some unexpected roles. Along with your typical in-person support team, you will also want to include: tech support, social media monitor, technical producers, chat monitors, and a strong facilitator who can be more than just an emcee and get the virtual attendees engaged.

✓ Finalize your event agenda

Be sure to note what is just for those attending in-person and what is only for virtual attendees.

✓ Make certain you provide your sponsors or exhibitors with set-up instructions for both the in-person and virtual venues while making sure you keep any promises you have made to them

✔ Prepare your speakers and presenters

Get on the same page for everything! Timing, content, process, etc. With a hybrid event, there is a whole lot more to consider than just whether someone will be sharing a slide show or need a microphone. Ask them what their expectations are for both the in-person and virtual attendees. Will they be asking the audience to participate, and if so, do they want that via chat, video, or a proxy? Would they like to see the virtual attendees? Will their presentation include video or audio?

✔ Ensure you have sent out any intro/hype videos via social media, newsletter, etc. to build excitement.

If you plan on showing any videos during the event, prepare them now. Want to showcase what your event is all about with a video, but need some help? UMC Support's award-winning Communications & Marketing team [provides Ministry Video Services](#) to get you on the right path.

IN PERSON CONSIDERATIONS

✔ Send out the final agenda with details on parking, overnight stays, what food is included, handouts, etc.

VIRTUAL CONSIDERATIONS

✔ Create the virtual links for all scheduled sessions – breakouts, keynotes, and networking.

Detail for your team what type of content will be produced, as well as how and when it will be delivered in-person, online, or both.

✔ Build out your virtual venue – or at least think about the venue that is your virtual experience.

Decide what features you will use and enable them for a virtual venue like Zoom. You can use features like chat, Q&A, polling, and recording.

For more advanced virtual venues like Hopin, Cvent and other platforms, you can enable main stages, breakout rooms, expo areas, live streaming settings, etc.

✔ Record a quick tutorial video for your attendees to access prior to the event that walks them through how to log in/check in to the event, how to navigate the event platform, and other relevant guidance.



1 WEEK BEFORE THE EVENT

HYBRID CONSIDERATIONS

- ✓ Synthesize all your contacts - this means your team, your vendors, your speakers, etc.

Put them in one place and setup any group communication channels now – use GroupMe, WhatsApp, group texts, group emails, Google Drive, etc. to communicate with your different teams.

- ✓ Ensure all equipment is working and the quantity of any materials ordered is correct
- ✓ Prepare a Plan B and keep fillers ready for instances where the speaker doesn't make it on time
- ✓ Do a full rehearsal mimicking how event day will run
- ✓ Test your bandwidth, your streaming platform, your cameras, visibility as an in-person attendee, visibility as a virtual attendee, etc.
- ✓ Be prepared to troubleshoot changes

IN PERSON CONSIDERATIONS

- ✓ Doublecheck the schedule with the caterer and sign any needed BEO's
- ✓ If possible, set up the registration area a day in advance
- ✓ Place parking and directional signs for attendees' convenience
- ✓ Deliver all event-related material/equipment to the venue
- ✓ Be prepared to troubleshoot changes

VIRTUAL CONSIDERATIONS

- ✓ Make certain you've distributed login information to attendees and that they have a contact for any technical details that isn't you
- ✓ Be prepared to troubleshoot changes



1 DAY BEFORE THE EVENT

HYBRID CONSIDERATIONS

- ✓ Review vendor and AV set-up for accuracy
- ✓ Ensure all speaker-related materials are in place

IN PERSON CONSIDERATIONS

- ✓ Do a last walk-through of the in-person space
- ✓ Set up registration area, having extra name badges available for those who walk in, thought they registered to be an in-person attendee, or simply whose names are spelled wrong

VIRTUAL CONSIDERATIONS

- ✓ Send out a reminder email about how attendees can login virtually and download copies of any last-minute materials you may be handing out to the in-person attendees



1 HOUR BEFORE THE EVENT

- ✓ Have your communication channels online and at your fingertips to ensure smooth communication with your team.
- ✓ Go live!



AFTER THE EVENT

- ✓ Send thank-you emails to speakers and attendees
- ✓ Post and distribute any recordings to both in-person and virtual attendees
- ✓ Hold post-event meeting(s) with key stakeholders and prepare a post-event evaluation based on feedback gained

Review our [Post-Event Checklist](#) for some important questions to ask yourself and your team.

- ✓ Send out a post-event survey

Be sure to include questions specific to both virtual and in-person attendees so you capture both experiences accurately.



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