

Live Online Quilt Classes!

Presenter & Moderator Guide

This guide was prepared to help you present successful online events. We want you to look good -- prepared, professional, comfortable and confident!

There is a lot of information here, and specific things that you will need to do in order to do the training. It is important that you read through this guide completely and attentively before we begin training. Don't just peruse it, and please don't wait until the last minute. You need to be prepared so that we can work through all of this with you in detail during your training and tech set-up sessions.

The Sample Presentation

An important part of this training will be presenting a 10-minute hands-on sample workshop that you will present in the Tech Set-up Review. As you go through the training, you will see action steps listed in yellow boxes. It is important that you do all of these in order to be ready for the tech set-up and the sample presentation. This will ensure that you get the most possible out of this training.

The Presenter, the Moderator and the Participants

There are three roles in an online meeting: the Presenter, the Moderator and the Participants. Although you can do a presentation on your own, doing the jobs of both Presenter and Moderator, you will find it much easier to manage and will be able to focus on your presentation more comfortably when you have a moderator to handle the logistics in the background. So, this guide lays out the functions of both the Presenter and the Moderator.

Part 1: Preparation

Zoom Account

Zoom Account: You need a paid Zoom account in order to have full access to hosting and recording tools. Create a paid Zoom account for the Guild at zoom.us. The basic account is \$14.99 per month. A paid account lets you hold meetings longer than 40 minutes, and up to 100 attendees. If you need more than 100 attendees, you can add on a step up to 500 or 1000 attendees. The cost is \$50 per month, but you can pause it when you don't need it. Attendees do NOT need a paid account.

For organizations, it's best to have an account for the organization, rather than use someone's personal account. The credentials to log in on the account should be handled in the same way as other secure information.

TO DO NOW
Set up the Zoom app on all devices you will use. At minimum this is two devices, preferably three: your computer, your cell phone and one other tablet or cell phone.

To Use Zoom on a Computer: You don't have to install a program on your computer -- when you use Zoom it will automatically download for you to use.

To Use Zoom on a Phone or Tablet: Go to the App Store or Google Play to download Zoom Cloud Meetings and set it up on your device. If the device asks you to give Zoom permission to use the camera and the audio, say YES to both. If you are using an iPhone you may need the password to your Google account in order to download and install the app.

Add a Picture to Your Account: If you add a picture to your profile, when your video is turned off your photograph will show up in your thumbnail. To add a photo, edit your Profile by clicking on the picture of a person in the upper RH corner of the screen. Once in the Profile page you will see the square next to your name with an "Upload" link below it.

Who will Host the Meeting? One of the things you will need to decide with the organization hosting the event is whose account will be used to host the meeting. The issue for the Presenter is this: If you are hosting, you can record. If you are not hosting you can't. Deciding who has rights to record and what can or can't be done with the recording will determine who hosts the meeting.

The host of a meeting can hand off the host controls to another person within the meeting. However, any *recording* would still be done through account where the meeting originated. So, for example, a guild could set up the meeting on their account and hand over the hosting controls to your moderator during your presentation. But the recording would still be made through the guild's account. The only way you as the presenter have control over recording is if the meeting is originated through your own Zoom account.

Preparing Your Presentation

Gather up all the documents necessary to present your lecture or workshop as soon as possible and share them with your Moderator and any other people who might need them. Your, your Moderator, the host of the event (a guild program chair or a store owner, for example) and your attendees will use this information to promote the event, set it up and attend it. The sooner everyone has the information they need, the sooner they can begin promoting your event, and the more successful the event will be. Here is a list of essentials - you might have others as well:

- Class Description
- Project Images
- Registration Information
- Class Handouts
- Zoom Meeting Login Information (Welcome Letter)
- Follow-up Information & Recording

Class Description & Images: If you have already been on the teaching circuit, class descriptions and images are not new to you. Descriptions should be in text that can be cut-and-pasted. Keep them short and clear. Images should be large enough to use in print, video or screen. 1000 pixels in the smallest direction is a good size. File type should be JPG.

Registration information: How will students register for the event? If you are working with a store or guild, they can handle this. If you are promoting the event yourself, how will students register? The easiest way is through your online store. If you don't have one, look into Shopify, Square or other packaged store system.

Class Handouts: Since you won't be handing these out in person, you need a way for students to get them and print them out themselves. A password-protected page online is a good solution; you can include the link and password with the Meeting Login information.

Welcome Letter: When students register for an event, they need the login information and any links or passwords needed to get the class handouts and any follow-up information after the event. Include all of this in the Welcome Letter. You can give this to the guild or store to give to registered students; if you are registering students yourself set this up so that it delivers to them automatically when they register. Also include any links to kits (required or optional) and a link to your webstore where they can check out your other products.

Follow-up Information & Recording: How will you follow up with your students after class or between sessions? How will you deliver a recording? A group email list is one way, a private Facebook group is another. The advantage of the private FB group is that students can interact with each other as well.

Sending Files: If your files are too large to attach to an email, you can use WeTransfer.com to send them. It's free, and doesn't even require that you create an account.

TO DO	Gather the documents needed to present your event. Share them with your Moderator and any other people who might need them.
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Preliminary Planning with your Moderator

You and your Moderator should begin preparing for your event at least 2 weeks before the event. Some topics to discuss during this session are:

Class Outline

What will happen during your presentation? What will you teach and in what order?

TO DO	Make an outline of your presentation and share it with your Moderator.
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Class elements – What will your class include? For example:

Samples: What size they will be? Full size quilts must display differently than small items.

Will someone else be helping to hold samples? Will they hang? Will they be flat on a table?

What techniques are you demonstrating?

Cutting?

Assembly / pinning?

Sewing at a sewing machine?

Will students sew along with you?

Do you have photographs to show?

Do you have video or a PowerPoint you want to show?

For any files, documents, photographs, PowerPoints, etc. that you want to share, send your Moderator copies, so that if there is some difficulty during the presentation that prevents you from share-screening, your Moderator can share them from her computer. Besides being back up for screen sharing, you may also want your Moderator to post documents in the chat box for attendees to access.

Do you have pre-recorded video to show?

Do you have online resources or products you want to share?

Give your Moderator a list of all links to online resources that you want to share. Ask her to

have those pages open in her browser and ready during the presentation. When you talk about these items (such as products you sell in your online store), your Moderator can post links in the chat box so attendees can access them immediately and, hopefully, buy them!

TO DO	Make a list and gather up all the materials, files, links, etc. that you will use in your presentation. Share them with your Moderator. Besides the live portions of your sample presentation, include a portion that will be done as a screen share: photographs, PowerPoint, or video.
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Teaching Stations

What teaching stations will you need? For example:

- Talking to the Camera with background
- Display Board or Design Wall for showing samples
- White Board for drawing
- Sewing Machine & Sewing machine screen functions
- Photographs from computer
- Cutting / Assembly table
- Outdoors

Teaching stations should be situated so that you can move easily from one to the next with little movement or camera adjustment. Start preparing this now, and you'll work out the details during tech set-up.

Here are some other things you should do to prepare your teaching stations:

Sewing Machine: Clean and oil the machine. Attach the foot you'll use in your presentation. If you are using more than one foot, have the other feet handy. Thread the machine. Check the bobbin to make sure you have enough thread for your demonstration. Set tension, stitch length, etc. Set up a task light to balance the light around the sewing area. If you're demonstrating free-motion quilting drop the feed dogs.

Table Top: This should be large enough for the on-camera assembly area, plus part of the table off to the side where you can set step-outs, irons and tools out of camera view. For ironing, have an ironing pad that you can place in the middle of the work table so you don't have to move to an ironing board.

Talking Station: Hang a clean, uncluttered background for your talking station. It can be a quilt, a design wall, white board or some combination of the two. For a design wall or white board turn the camera to divide the space in half -- half for you, half for the demonstration area.

TO DO	Identify the teaching stations you want to use when you teach. On your outline, and next to each section of the presentation, write down which teaching station it will be taught at. Prepare teaching stations by cleaning, moving away clutter, changing their position in the room if necessary. Include all of your teaching stations in your sample presentation.
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Step-outs

Step outs are samples of each step of a process. They save time eliminate the need to re-do it every time you teach a class. Think of a cooking show -- the ingredients are already chopped and measured. There's even a cake already baking in the oven so the host can take it out cooked when she puts the raw one in. It is very important that you have step-outs finished and

ready to show in class. Students want to see you do something **ONCE**, then show the result. Remember, they can go back and watch the recording again, so you don't have to show multiple times.

TO DO	Prepare the step-outs you will use in your sample presentation and show them to your Moderator so she understands how they will be used.
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Title and End Cards

A title card gives a formal, professional introduction to your presentation and also gives a clean identification and introduction to a recording. An end card can leave your audience with a last key piece of information, such as your web address, a date of a future class, a "call to action."

Cards can be prepared as an image that can be screen-shared. Or for a low-tech solution, simply print the information and hold it up in front of the camera.

TO DO	Prepare front and end cards for your sample presentation.
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TO DO	Meet with your Moderator on Zoom to plan your presentation so that you both know what to expect.
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Your On-Camera Presence

Looking professional on camera is important for you, the host of your event and your attendees. Plan your outfit and practice in advance. Here are some guidelines.

Clothing & Makeup

Shirt: Wear a solid-color shirt in a medium color with some texture. It should fit well. Cover your shoulders. Avoid tight clothes - they show every unwanted bump and bulge. A tunic that hangs smoothly past the waistline can be very slimming.

If it's not too hot, wear a sweater or jacket to look more authoritative. Another option is a colorful scarf or piece of jewelry that focuses the attention on you (and at the same time divides your torso into vertical rectangles -- again, very slimming).

Avoid white and black -- they will affect the exposure and color balance of the camera.

Pants: Your pants mostly won't be seen, but they should be professional and fit well in the waistline and hips.

Shoes: No one will see them. But if you go casual, avoid flip-flops -- they make noise when walking!

Earrings: If you wear earrings, they should be studs, not dangly.

Makeup: Wear makeup, even if it's just eye liner, mascara and lipstick. Lipstick is important!

Hands: Make sure your hands and fingernails look good. A tiny bit Vaseline on the cuticles right before your on-camera session is like an instant manicure! Avoid bright nail polish.

TO DO	Select an appropriate outfit and wear it for your sample presentation.
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Movement

Stay in the frame. If you are using an easel or hanging something on the wall, position it so that it fills one half of the screen, leaving the other half of the screen for you to be in. If you are at the work table, stay in camera. Your Moderator can also watch and let you know if/when you need to move into the frame.

Don't make extraneous movements with your hands – fluttery hands are distracting! If you are standing in front of the camera, let your hands hang by your side or clasp them at your waist unless you are writing or pointing to something. If you are at a worktable, lay hands on the table and don't move them unless you are doing something or pointing to something.

When you point, use your index finger or an open hand. Point and hold your hand steady as you talk. When you are demonstrating, point clearly to what you are talking about in relaxed, deliberate motions without extra motions.

When holding up objects in front of the camera, don't hold them in front of your face. Either hold them in front of your chest, or to the side of your face in the other half of the frame. This keeps the object in the same plane as your face so it stays in focus with you.

Small or clear objects such as needles and templates should be held against a plain, dark background. If you are wearing a dark shirt, the sleeve or the front of the shirt works well.

When you are at the sewing machine, keep your left hand in front of the sewing machine foot, rather than to the side of it, so your left hand doesn't block the camera's side view of the foot.

Speaking

BREATHE!

Speak in short sentences. Speak slowly and pause frequently. This gives people time to absorb and process what you have said.

When talking to students, address them by name and look at the camera so you look like you're talking to them.

When your camera is showing you, look at yourself and talk to yourself. Your students will feel as though you are looking right at them.

Resist the urge to fill in empty air time with chatter or talk about things that are not related to the class. Extra words distract from students' concentration. Less is more! Don't mumble to yourself.

Remember that Zoom has a small lag between when you say/do something and when your students see it. If you or your Moderator are spotlighting you, wait to begin speaking until you see yourself spotlighted on your screen.

Remember the 3 Rules of Public Speaking: 1) Tell them what you're going to tell them. 2) Tell them. 3) Tell them what you told them.

TO DO	Using your cell phone camera in selfie mode, videotape yourself talking in front of your background. Also videotape your hands at your table top station. Play back the videos and observe yourself -- do you have any distracting motions? Tape yourself a few times more and try different ways of using your hands until you find movements that help you demonstrate clearly but avoid extraneous motion.
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Promote Your Products

Talk about them and show them during your presentation. This is called soft-selling.

You or your Moderator can post links to your products and other information in the Chat Box while you are talking about them as well as at the end. The links are active. They also get saved in the transcript of the Chat and can be sent as text files to your viewers after the meeting. Make sure the Moderator has a list of the links you'll use. Moderator, have the pages open in your browser so you can quickly copy and paste the link.

Put your website / store address / ordering instructions / registration info on your end card.

What Kind of Cameras Will You Use, and How Many?

Cameras

You will need at least one device with a camera that can go online but using more devices will make it easier to use multiple teaching stations. If you can, use a three-camera set up: a computer or tablet for talking in front of a backdrop and seeing participants, a cell phone or tablet at your tabletop, and another one at your sewing machine. If you have to use only two cameras, you'll need to be able to move the cell phone or tablet quickly and easily.

It's important to understand the key difference between a laptop and a portable device. The laptop has ONE camera that only faces forward. (This is the equivalent of "selfie" mode on a mobile device.) Cell phones and tablets have TWO cameras -- one on the front and one on the back. This is an advantage for working at the table top and the sewing machine.

TERMINOLOGY:

When you are using the camera on the BACK of a phone or tablet, you are using it as if you are taking a photograph of something in front of you. I will refer to this as "**Photograph Mode.**"

When you are using the camera on the FRONT of a phone or tablet, this is "**Selfie Mode.**"

TO DO	If you have not already done so, select the two or three devices you will use and set up Zoom on each one.
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Camera Stands

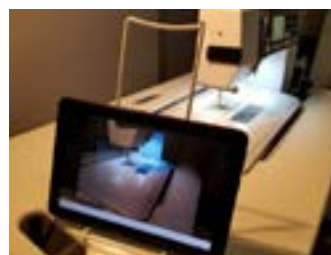
Each camera needs a support to hold it in position and keep it stable.

Laptops: These can sit on a table top but need to be raised up to face height. Set them on books or an adjustable standing desk.

Tablet stands: Tablets are larger and heavier than cell phones and can make a selfie-stick tripod top heavy. For a tablet, perhaps you already have a cover that functions as a stand. Make sure that any stand you use allows the back camera to be used, and the angle can be adjusted. I use a simple wire easel used for store displays. Find them by searching Amazon for “Gibson Holders.”

Cell phones: I recommend an extendable selfie-stick tripod with a screw-tightening head. (See links below.) Selfie stick tripods have a small tripod at the bottom and a long extending shaft. The shaft can easily be moved up against a table to get a good camera angle on your table top, as well as be easily flipped up to face forward. A selfie-stick tripod can be used on a tabletop if you wish, just by shortening the central shaft and pulling in the legs a bit.

Many cell phone holders on top of cheap tripods are spring-loaded. They are often too tight to manage easily and can even break the phone. Cell phone holders with a screw-tightening holder avoid these problems.



Selfie Stick Tripod:

https://smile.amazon.com/gp/product/B07NWC3L95/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

I like this because the long extension puts the camera at the height of my face for stand-up demonstrations. It also allows me to put the stand right up against the side of the table when I'm at table top so it's easy to see the table without losing space to a tripod or having tripod legs get in the picture.

Replace the head with this mount:

https://smile.amazon.com/gp/product/B06VXJMMQ3/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

I found this head to be more adaptable than the one that comes on the selfie stick. PLUS, it screws to tighten -- which can be done with one hand -- where the other one is spring loaded which requires two hands. MUCH easier to use!

Tripods

I don't recommend floor-standing or table top tripods. Why? Floor-standing tripods simply cannot get the right angle for working on a table top or at a sewing machine because they cannot get close enough to a table top to frame it correctly. Also, they take up a lot of floor space, which can make it awkward to move around your studio.

Table-top tripods take up precious table space and you will often get a leg in the frame. Also, many table-top tripods are too light for even a cell phone and will fall over. Cheap head supports often don't hold the camera in the right position and don't lock, so you can't get the angle you need.

The exception to this is if you use a boom. A boom is a horizontal arm that reaches out from your tripod over your table. A boom will enable you to set a camera level over your work station. But be sure to balance it! Place the boom arm over a leg of the tripod (not between legs) to prevent it from falling over.

TO DO	Find, set up and test a stable support for each of your cameras.
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Internet & Power

Is your Internet or data connection strong enough? A strong Internet connection is essential for successful broadcasting. You have two options for this: your WiFi and the data plan on your cell phone. WiFi – as long as it is strong enough – is the best option because there are no data limits. However, the cell phone data plan can be an important back-up.

WiFi

Since we will be using your cell phone as the primary broadcast device, learn how to set your phone to run on WiFi.

Check the strength of your WiFi – it may vary according to where you are in your house. If it's weak in the area you planned to use for this class, you may need to move your set up to an area where the signal is stronger.

Another option might be to broadcast from your computer, and go around WiFi by connecting your computer directly to your modem/router with an Ethernet cable. However, this will severely limit your camera angles and your ability to move between teaching stations.

Two sites that will test your WiFi speed are www.speedtest.net and fast.com

TO DO NOW	Check your cell phone and tablet to make sure they are running on WiFi. Check your Internet speed.
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Cell Phone Data Plan

If WiFi is not available, or is too weak, a second option for broadcasting from your phone is to use the data plan. To do this you need high-speed data and lots of it. This may have some practical limitations:

Typically "unlimited" data plans give you a certain amount of high-speed data, and when that is used up the speed drops until the beginning of your next billing period. If you plan to use your data plan to broadcast, check how much available high-speed data you have – you don't want to run out in the middle of a broadcast. If you need more data, contact your cell phone provider to purchase a

data boost – usually you can pay a small amount for an additional chunk of data.

Hot Spot: Besides broadcasting directly from your phone, you can use your phone's hot spot to set up a WiFi signal that you can run other devices on. Learn how to do this on your phone.

If you lose WiFi Internet, cell phones are typically set up to automatically roll over to your data plan. This will be part of your back-up plan.

As a test, try turning off the WiFi on your phone and doing a 10-minute broadcast using your cell phone data. Check the amount of data you have before and after then multiply that by 6 to find out how much data you need for an hour of broadcasting.

Batteries & Cords

Charge all your battery-operated devices **completely** before beginning class. Have power cords on hand for all your devices. Make sure that the cord is long enough to reach the camera position. Use an extension cord or power strip if necessary. As much as possible, run the meeting with the devices plugged in, but if you have to use battery.

TO DO	Charge your device and find the charging cords. Set up a power source for all devices where they will be used during your presentation.
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Lighting

What does your lighting look like? Do you need additional lighting?

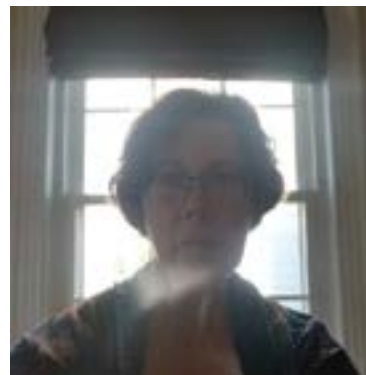
The main ceiling lighting in your studio will probably be enough for most of the broadcast, however your work table and your sewing machine need a closer look.

Table Top: Task lights on your worktable can actually work against you: they create a hotspot in a small area that the camera exposes for, then the rest of the items on the tabletop are too dark. A good way to check this is to take a picture. If you see a brightly lit area in the middle surrounded by a dark area, you need to add light. The light needs to be wide and even.

Task lights will create reflections on shiny surfaces. If you are using anything shiny in your presentation, test them under lights and camera to arrange the light so it doesn't flare on the shiny surface.

Sewing Machine: Often the light over the foot on a sewing machine is too bright for a camera by itself. It will create a hotspot around the foot and everything else around it will be too dark. Add a task light over the sewing machine to balance it out.

Windows: Be aware of windows: **do not position yourself with a window (or any other bright light) behind you** because the light will place you in silhouette and mess with the exposure of the picture.



TO DO	Set up the lighting for your teaching stations.
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The Room (Your Set)

Sound

Listen to the room where you will broadcast. Are there creaky floors, fans, air conditions, refrigerators, that one bird that sits outside your window and repeats the same darn song over and over and over? Does the room echo because it has a hardwood floor and painted walls?

Eliminate as much distracting noise as you can. Hang quilts on walls and put a rug on the floor to dampen sound. Close windows to cut down noise from outside.

Turn off phones that could ring, or any other devices that could interrupt with alarms, beeps, etc.

Visual

Take a picture of yourself in any area where the camera will look at you. Look at the screen AROUND your head and body. What is behind you? Clear the background of pictures, knick-knacks, etc.

Is the camera angled up so you see a ceiling fan or ceiling light in the frame? Adjust the camera down. Set the camera at face height or slightly higher looking down. Do not angle it up toward you.

TO DO NOW	Create a “set” for your talking station. Set up your other teaching stations so they are framed well and eliminate any distractions.
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Backgrounds

Hang a quilt or other appropriate background where you will be standing to talk. Cover the full area that the camera sees. This focuses the attention of your viewers on you, creates a more intimate interaction, and eliminates distractions. Think of a TV set -- you’re creating one for yourself.

Don’t use a virtual background. The algorithm sees only heads, so if you hold up anything else in front of the background it will disappear and make body parts disappear along with it!

Lights, Camera, Action (almost)!

The next time you meet with your Trainer, you and your Moderator will set up your cameras for broadcasting. It’s very important that you complete the prep work explained so far, so that you will be ready for this. Between now and the tech set-up session, meet with your Moderator to plan your practice presentation. If you have questions, write them down to ask your Trainer in the next sessions.

TO DO NOW	Prepare your practice presentation and meet with your Moderator to plan how you will work together on it.
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Part 2: Tech Set-Up

This section will teach you how to set up your cameras. You and your Moderator will work on this together with your Trainer in your Tech Set-Up session.

Three people are needed for Tech Set-Up so that each role of a class can be filled: Presenter, Moderator and Attendee/Student. Having three people present is key to helping you understand how the class will work on camera, and to be able to practice spotlighting.

Have your cameras and your work flow set up as well as you can, but if this is unfamiliar to you don't worry - the Trainer will help you set up cameras and teach you how to work with them.

If you have different teaching stations, we will go through transitioning from one to another. The set-ups described below are starting points. We will adjust them to suit your particular set up, so be prepared to take notes!

TO DO NOW	Presenter: Before logging in for Tech Set-Up, have your teaching stations set up in the way you anticipate using them on camera. This will likely change, but set up as well as you can as a starting point.
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Log In Your Devices

Option 1: Presenter and Moderator log in all their devices on the same account. This gives both parties full hosting controls over all the Presenter's devices during the event.

Option 2 (We will use this for this Tech Set-Up Session): Each person logs in all their own devices on their own account. The Presenter logs in all her devices on her own account. The party who originated the meeting can make the other person a Host or Co-host. Test this before the meeting; sometimes Co-hosts may still be limited in some respects (and every time Zoom does an update this seems to change).

Turning Off Audio

There's a difference between Muting and turning off Audio. Muting blocks sound going into the device but not sound coming out, so muting is not enough to avoid an audio feedback loop when using multiple devices.

To avoid a feedback loop you must turn off sound completely on all but one device, both into and out of that device.

Method 1: Find the microphone icon on the tool bar. Click on the arrow next to it to get a pop-up menu. Find "Leave Audio" and click on it. This disconnects Zoom from all sound in your device.

Method 2: Click on the microphone icon in the lower LH corner or in the Participant list so that it is red with a line through it. Then turn off the sound on the device.

Turning Off video

Click on the video camera icon in the lower LH corner or in the Participant list so that it is red with a line through it. When using multiple devices, turning off all but one camera avoids confusing students with more than one image of you. The exception to this is when you use spotlighting to move from one camera to another. In this case, leave the video turned on on all devices. The

spotlighting function will “cover” the other cameras. A camera that has the video turned off cannot be spotlighted.

Renaming a Device

Rename each device with its position or function, so you and your Moderator can easily identify each one. In the Participants List, float over the name of the device and click on the “More” box. In the drop-down box select “Rename”, then type in the new name. Use your initials as the first 2-3 letters of the name so your devices stay together in the Participants List.

Camera 1: Cell Phone for Audio and Table Top / Talking Station

Set up your phone with audio and video turned on. Put it in the selfie stick stand with the back against the bracket and the screen facing toward you.

To use this at the table top, the **BACK** of the camera faces the table top. Place the stand in front of the tabletop on the same side where you are standing. Aim the phone down at the table top. Put the camera in regular photograph mode (not selfie mode). Now you can see what the camera sees as you are teaching so you can keep your hands in the frame.



If you want to use this device for your talking station, white board or design wall, flip the bracket up straight and switch to selfie mode. Now you are using the **FRONT** camera. You can see yourself and what you are demonstrating on screen.

HOW TO:	To switch from back camera to front camera, tap the picture and in the upper RH corner an icon of a camera with two rotating arrows will appear. Tap that icon to switch cameras.
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All of your audio will come from your cell phone, regardless of what other camera you might pull the visual from. (This is explained more under “Spotlighting” later on.)

Name this device with your initials and a word that indicates its function. Also include the word **AUDIO** in the name.

Camera 2: Your Sewing Machine - Cell Phone 2 or Tablet

Set up a second phone or a tablet with the video on and the audio off. Put it in a stand next to the sewing machine. Position the phone with the back against the bracket/stand and the back of the camera facing the sewing machine. This lets you see what the camera sees as you are sewing so you can keep your hands in the frame. You may find it more convenient to turn this camera around and use it in selfie mode so you can see your hands at the sewing machine.

Name this device with your initials and “Sewing Machine.”

Camera 3: Laptop - Talking Station & Class Monitor

Set up the laptop with the video on and the audio off. Set it up on something high enough to bring it to face height and facing your hanging background. When you want students to see you at this camera, you or your moderator can spotlight you. If you want to see full screen, put it in Speaker Mode. When you want to see your whole class, put it in Gallery mode.

If you won't be broadcasting from this device -- only using it to see your class -- turn off the video completely.

Name this device with your initials and its function. Include the word MONITOR in the name.

Multiple Cameras, Multiple Views?

When you are running multiple cameras, you don't want your viewers to see multiple views of you: this can be really confusing. You can limit the view to one camera in two different ways: turn off the video or use the spotlight. If you won't be using the video at a camera at all, turn it off. If you'll be using spotlighting, leave the video on. (More about this in Spotlighting)

Moving Between Cameras - Using the Spotlight

With multiple cameras set up, you can move from station to station without moving a camera. You or your moderator simply use the spotlight function to pick a camera and lock that image on screen for everyone in the class. Don't turn off video on cameras you're not using, because they need to be on in order to spotlight them. The spotlight will block the other cameras.

HOW TO:	Spotlighting is only available when there are three or more people in a meeting, and can only be done by a Host or Co-host.
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Moving a Camera

Whenever you move a camera, turn off video so your viewers don't see wild camera shaking that can induce a feeling of motion sickness. Tell the class that you are going off camera for a moment, move, then turn it back on. (You might want to also mute -- remember to unmute when you get to the new location!)

If you need to switch from front camera to back (or vice versa), you have to turn the video back on, then tap the screen to get the camera rotation icon in upper LH corner of the screen.

Don't hand-hold a camera unless ABSOLUTELY necessary. It will always shake and that becomes a distraction to your viewers.

About Focus

Test your camera's focus when your hands are moving in front of it at a cutting table or sewing machine. If it defaults to auto focus it may change focus when you move. You may need to switch it to fixed or manual focus to avoid this.

When displaying several objects at the same time, hold them in the same plane so they are all in focus. Example, hold up a book to the side of your face.

Important Meeting Tools

These are the most common tools you will use during a meeting. Practice using them before your event, so you'll be comfortable with them during your presentation.

Gallery Mode

Gallery mode lets you see thumbnails of the participants in the meeting. You can see up to 25 thumbnails per page. If there are more than 25 viewers, arrows at the sides of the screen will move you to the next screen where you can see more thumbnails. In Gallery Mode, a yellow or green box appears around whomever is speaking or spotlighted.

Speaker Mode

Speaker mode puts the image of the person who is speaking in full frame. Whoever is speaking (or making the most noise) will appear automatically. The reason you keep everyone muted during an event is that any noise from another viewer will make that person's image pop onto the screen and interrupt the Presenter. You don't want someone's parrot bumping the Presenter off camera! Keep in mind that if you are recording, the recorded picture will follow the audio turned on, so that parrot's person's image will suddenly show up in the middle of what is being recorded.

Spotlighting

Spotlighting locks a viewer's image onto the screen so that everyone in the meeting sees that image. Only the Host can spotlight.

If you are recording, the recording will pick up the spotlighted image from any camera, but keeps the audio from the audio device.

Spotlighting is useful when you are talking about a student's work and you want everyone to see that person's screen. The student's spotlighted image will stay on screen while you talk about it.

To spotlight, the Host (you as the Presenter, or your Moderator) goes to the person's thumbnail and clicks on the three dots in the upper RH corner, or finds their name in the Participant's list and clicks on "More." In the drop-down menu, select "Spotlight video." This will put the screen into Speaker view and lock that person's image on all viewer's screens.

You can put a screen in Gallery view to see your class, but the spotlighted thumbnail will still be highlighted with a yellow box around it.

To undo, Spotlight someone else or click on "Cancel Spotlight" in the upper LH corner of the spotlighted image.

Presenters: In a workshop, if you use the spotlight tool to show a student's work, remember to put the spotlight back on yourself when you go back to being the speaker. (If you forget, your Moderator can do this for you.)

IMPORTANT: ONLY A HOST or CO-HOST CAN SPOTLIGHT. If the meeting is set up through someone else's account, the Presenter may want to ask that she and/or her Moderator be made the Host or a Co-host in order to use the spotlighting function. However, if the meeting is being recorded, it will be recorded through the account of the person who originally set up the meeting.

Pinning

Anyone can “Pin” any picture on their own screen to keep that picture in their **personal** view. Pinning an image will not make it appear on a recording.

To pin, go to a person’s thumbnail and click on the three dots in the upper RH corner. Or, find their name in the Participant’s list and click on “More.” In the drop-down menu, select “Pin video.” This will put the screen into Speaker view and pin that person’s image. To undo, click “Cancel Pin Video” in the upper LH corner, or Pin someone else.

Screen Sharing

Screen sharing is really useful if you have images you want to show your students -- photographs, a PowerPoint presentation, a card with registration information, a website, or any other screen on your computer. Your cursor appears during a screen share, so you can use it to point. The cursor is functional, so you can demonstrate actively in programs or navigate websites.

To share a screen, move your cursor to the bottom of your computer screen until the tool bar appears. In the middle of the bar, a green button says “Share Screen.” When you click on this, all of the active screens on your computer appear and you can select one (there is one exception to this - see next paragraph). That screen then becomes visible to all meeting participants.

What WON’T show up as a screen share option: If you have a photograph or PowerPoint presentation in full-screen mode, it will not show up in the options to share a screen. These must be in the mode that shows controls around them, then once you are in screen share you can switch them to full screen.

If you would like other meeting participants to be able to share their screens, click on the arrow next to the screen-share button. In the pop-up menu select “Advanced Options.” In the next menu, under “Who Can Share?” select “All Participants.” You can set defaults for all meetings in the “Settings” section of your account, but you can still change them individually within any individual meeting.

The Chat Box

The Chat box can be opened through the tool bar at the bottom of a computer screen. On phones and tablets tap the screen and look for three dots or “More” then select Chat from the list. You can send messages to “Everyone” or select the name of a single person to send a message privately.

You or your Moderator can use the Chat box to share information with your viewers. You can promote products by sharing links to your store, websites, other events, and more. You can also post PDFs for them to download.

In the Settings section of your account you can set global defaults for chatting, such as not letting participants chat privately.

Advanced Tools

Polling

Polling lets you take ask questions or take a vote during a meeting. In order to use polling during a meeting, you must first go into Settings, find the “Polling” option and click the button to turn it on. Once it is turned on, you can set up polls within the individual Meeting set up. Once the meeting is running, the polling tool will appear in the tool bar.

For more detailed instructions, refer to this page & video in Zoom Support
<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-meetings>

Breakout Rooms

Breakout rooms let you create smaller groups of people within a meeting. In order to use breakout rooms, you must first enable this runction in Setting. Go into Settings, find the “Breakout Room” option and click the button. When a meeting is running, you will see a Breakout Room icon in the tool bar Cick on it to start breakout rooms and follow the instructions to assign people to different rooms. You can allow Zoom to randomly assign people to groups, or you can select groups manually.

For detailed instructions, refer to this page & video in Zoom Support:
https://support.zoom.us/hc/en-us/articles/206476313#h_1660846b-7d2d-4a87-b8a6-efe29a61759a

Part 3: Setting Up and Running the Meeting

With the Presenter prepared and the presentation ready to go, this is where the Moderator takes a bigger role in the meeting process.

Set Up the Zoom Meeting

Login to the Zoom account.

Go to My Account (Upper right corner of the web page)

Go to Meetings (Left side of the page)

Click Schedule a New Meeting (Large blue button)

Topic - Write in name of meeting

When - put in date, start time, duration

Duration - for information purposes only: z

Time zone (important if you are reaching outside your local area)

Recurring Meeting - if you check this, all repetitions will have the same Meeting ID and password

Registration - This required registering through Zoom, which adds a level of complication to participating in the meeting. This can prove to be a barrier to participation, so don't use this.

Meeting ID - Generate Automatically

Security: Passcode - decide if you want to use a password. Zoom will generate it.

Check "Enable Waiting Room." This lets people log on but does not admit them until you are ready for them to enter. It also gives you a place to put people if you need to take them out of the meeting temporarily. Note: You can message everyone or any individual who is in the waiting room. (You can go to the Settings area of the site and customize the message that participants will see when they enter the waiting room.)

Video: Host - on, Participant - on. Either can turn it off at any time.

Audio: Both

Meeting Options:

Enable join before host: Members can join before the host arrives. If you check this box also check Enable Waiting Room.

Mute Participants upon entry: Yes. This prevents people from coming in and making noise that interrupts the meeting.

Only authenticated members can join: No

As with Registration, this requires an extra level of registration through Zoom that can be a barrier to participation.

Record meeting automatically in the cloud: Yes. You can pause or stop the recording at any time, but setting the meeting to start automatically helps ensure that the meeting does get recorded. Record to the cloud means Zoom saves it for you. Don't record to a local device. (In Settings you can set it so anyone can record, or only the Host can record. Set to only Host.)

Alternative hosts: You can designate other people to be hosts on the meeting who can

start the meeting. They must have a paid Zoom account. Alternatively, you can simply make someone a Host or Co-host once they enter the meeting.

Save the meeting.

Who can Host the Meeting?

Whose account will be used to host the meeting?

The account that initiates the meeting will be the account that records it. If a Presenter is involved in the event, that person may want to use her own Zoom account to host the event, in order to have control over the recording.

Hosts & Co-Hosts

More than one person can log in on the same account at the same time. This is one way to share hosting controls. Anyone who logs in on the same account after the Host is a Co-host. There can be multiple Co-hosts but only one Host.

The Host can transfer hosting controls to any other participant in the meeting. Float over that person's name to get the "More" button and select "Make Host." When someone else has been made Host, the original Host has a button at the bottom of the Participants List that says "Reclaim Host." At any time the Host can use that button to take back hosting controls.

The Host can add Co-hosts in the same way, simply by selecting "Make Co-host." The Host remains the Host, but gives additional people hosting controls. (Before doing this, be sure to check "Allow Co-hosts" in Settings.)

Inviting Participants to the Meeting

Once the meeting is created, when you click on it you will see an "Invite Link" and a button to copy invitation information. Use either method to send out the Meeting ID, Password, and Link to Guild members and any other participants.

For any event where you want to take attendance, have an attendees list from an outside source to take attendance. tools. The recording can still be downloaded to a local device.

Preparing for the Meeting

The Presenter and Moderator should have ready and open on their computers any files, documents, photographs, PowerPoints, etc. that the Presenter wants to share. The Moderator has them in case some difficulty during the presentation that prevents the Presenter from share-screening; the Moderator has them and can share them from her computer. Besides being back up for screen sharing, the Presenter may also want the Moderator to post documents in the chat box for attendees to access.

The Presenter and Moderator should have ready and open and ready any web pages or online resources that the Presenter wants to share so that when she talks about these items, the Moderator can post links in the chat box for attendees to access.

Starting the Meeting

These are step-by-step instructions for a Moderator helping a Presenter with a meeting. If you are a Presenter working alone, some of this may not apply; adjust according to your needs.

Have the Guild Member or Class Attendee list on hand, if you are taking attendance.

Moderator: 45 Minutes Before the Meeting

Login to Zoom.

Go to My Account in the upper right corner of the web page.

Go to Meetings on the left side of the page.

Find the name of the meeting / class.

Click on the Start Meeting button on the right side.

If you are using a Title Card via Screen Share:

If the meeting is set to automatically start recording, STOP the recording.

If you are using a Front Card via Share Screen, activate it in Shared Screen.

Start recording and let Zoom record for several seconds.

PAUSE the recording.

Re-start the recording when the presentation begins.

Click on Participants and Chat at the bottom of the screen.

Bring the Presenter into the meeting by herself to check the tech set-up & screen shares.

If the Presenter will be doing a Screen Share and is NOT logged in on the same account as the Moderator account, click on the arrow to the right of Share Screen and enable "Every Participant Can Share Their Screen." Then under Advance Sharing Options click on "One Participant can Share at a Time." To quickly remove an unwanted Screen Share, click on the arrow and enable Screen Share for Host Only.

If the Presenter will need to use the Spotlight tool, make her Host or a Co-host. Find her name in the Participant list, click on "More" and select the appropriate option from the drop-down list.

30 Minutes Before the Meeting -- The Runway and the Warm Up Act

This is an important time for participants to log on and get familiar with Zoom tools. Or, if the group is confident in its Zoom abilities, you can use this as pre-meeting meet and greet time.

As participants join, their names will show up in the Waiting Room. Allow them into the meeting when you are ready.

Ask viewers to rename devices with a recognizable name. This may be less important in a large meeting, but very important in a workshop so the instructor can address students by name.

If you need to message someone or everyone in the Waiting Room, use the messaging function in the Waiting Room (It works the same as the Chat box).

Participants -- and the Presenter -- will come into the meeting on Mute, because you set that up in the Meeting profile. (You can also change this as a default in Settings.)

Getting the Participants Ready for the Meeting

Use the Zoom Tools handout as a guide to educate and prepare participants for the Meeting.

Explain how to Mute / Unmute. The easiest way is to press the space bar on the computer to unmute; the sound will automatically mute again when the space bar is released. Explain the importance of muting to avoid unwanted noise. Ask everyone to stay muted during the meeting unless invited to unmute.

Explain how to turn video on /off.

Explain how to open the Participants list and the Chat box. Ask them to use the Chat box for questions -- they can direct them to the Moderator or to Everyone. The Moderator will direct questions to the Presenter.

Explain the difference between Speaker View and Gallery View. Ask viewers to put the screen into Speaker View.

Explain how to pin the presenter's/teacher's video.

Explain the Spotlight feature; in a class the Instructor will use it to pin a screen so everyone can see. You, the Moderator, as a host can also spotlight a speaker.

Ask anyone using more than one device at a time (for example, a computer to talk and a cell phone to show the sewing machine) to turn off all audio completely on all except one device to avoid an audio feedback loop.

If the members/students will be showing things to the group, ask for no virtual backgrounds. Items other than faces often disappear against a virtual background.

If you are moderating a class where students will be using sewing machines, ask students to practice setting up the camera so it can see the sewing machine.

Starting the Meeting

1-2 minutes before the meeting begins, tell all participants that you are muting everyone and that any further questions should be directed to you in the Chat box. Be firm about this -- don't allow interrupters to get the meeting started late. Having this 1-2 minute buffer is important to keep chaos out of the meeting. If you use Mute All to do this, choose whether or not to allow participants to unmute themselves when the pop-up box appears. If some people are persistent in trying to unmute themselves when you have asked them not to, you can Mute them in the Participants panel.

Make sure the Presenter is ready. Let her know that you will count down from 5-1, then start the recording. She should wait for 2 breaths before beginning to speak.

Mute all the members / students at all times during class unless you ask them to unmute.

Count down, start recording (unpause, if you paused earlier) and give the Presenter the go ahead.

During the Meeting

Moderator: While the Presenter is presenting, you're keeping things running smoothly. Stay alert! Your job includes

Spotlighting: Be the "TV Producer." Follow the Presenter(s) with spotlighting.

Chat Box: Monitor the chat box. Answer questions when it's appropriate for you to do so. Direct questions to the Presenter at appropriate points in the presentation. Post links and other resources as mentioned by the Presenter.

Muting: Keep an ear out for attendees who are unmuted when they shouldn't be. Remember Speaker View follows audio, so if anyone makes noise it interrupts the video and the recording. Mute people when necessary to prevent interruptions in the presentation.

Framing: Keep an eye on the Presenter's framing. If something is off camera, ask presenter to move it into camera range.

Ending the Meeting

If your Presenter has an end card, post it using Screen Share and let it run as people are leaving the meeting.

If necessary, instruct participants how to leave the meeting.

If you need to have some participants leave the meeting, but want to keep others on for longer (for example, keeping board members on for a few moments, or having a Moderator / Presenter chat before ending), a Host or Co-host can move any remaining participants to the Waiting Room.

If you want to continue meeting without recording, end or pause the recording.

When you are ready to end, find "Leave Meeting" or "End Meeting" in the Tool Bar, click and end.

After a Meeting

Having some sort of follow-up available to viewers after the class is a great way to help them engaged, help them continue learning and build a relationship with them. Creating a private Facebook group for an event or class is a great way to continue to dialogue with meeting participants. Private Facebook groups allow you to admit the members YOU want. You can post recordings of the classes in the group for them to review. Students who missed the class can watch the video here as well.

Part 4: Recordings

Making the recording available after a meeting can be a useful way to allow people who could not attend to view it later. If you record a meeting and want to share it, you can either download the video or share a link.

Recording a meeting “to the cloud” means that Zoom will store it on their server. You can share it from there via a link, or you can download and post it somewhere yourself. A Pro Zoom account comes with 1G of storage, enough for a couple of hours of recording. Additional storage plans begin at 40G / \$40 per month. (Don’t worry, if you max out your storage limit in the middle of a meeting, Zoom won’t cut you off, but will send you emails telling you that you are over your limit. They’ll give you the option of deleting files or buying more storage.)

VERY IMPORTANT: You MUST discuss recording with a Presenter BEFORE recording a presentation, and come to agreement about what can / cannot be recorded. If a recording is allowed, be VERY CLEAR about how the recording will be handled -- put it in writing and have everyone involved sign it. Many Presenters do not want their presentations recorded in order to protect their content. Remember that a Presenter’s content is how that person earns a living! Releasing it without authorization not only impacts her ability to put food on the table, it can also leave your organization open to a lawsuit for copyright infringement.

To Find a Recording of a Meeting

- Go to My Account (Upper RH corner)
- Go to Recordings (Left side, below Meetings)
- Select the name of the meeting.

If you want to change the title, click on the pencil

If you want to edit, use the Cut tool -- scissors at the bottom of the video screen -- to set beginning and ending playback points. This does not cut the video, only sets where Zoom will begin and end playing it if the video is viewed on Zoom. If the video is downloaded, the full video will download, the start and end points are erased.

What’s in a Recording

When you look at the page that contains your recording you will see three files:

- Shared screen with speaker view (an MP4 file)
- Audio only (an M4A file)
- Chat file (a PDF file)

Shared Screen with Speaker View is the video file -- it’s the most important. If you don’t need the Chat file or the Audio only file, you can delete them.

To Share a Recording from Zoom via Link

Before sharing a recording, it is VERY IMPORTANT to set the conditions of how it can be viewed and shared. Here’s how to set these options:

- Click the SHARE button to right of the Title.
- In the pop up box:

Publicly: Yes

Add expiry date: Set a date after which the link no longer works (Optional but important, especially if a Presenter gave permission to share a presentation.)

Viewers can download: No This is VERY IMPORTANT! DO NOT ALLOW DOWNLOADING!
(The Zoom account holder can still download)

Password Protection: Yes or No. If Yes: Either use the password generated by Zoom or click Edit and set your own. You will have to share the password with anyone you want to see the video.

Click Done

Click “Copy Shareable Link” to and post the link on a web page, newsletter or other location. The link that is created contains all the conditions you set are embedded in the link.

To Download a Recording

Click “Download”

Designate a location

Three files will download:

MP4 is the video with sound.

PDF is a transcript of the Chat box.

M4A is just the audio, without video.

Downloaded videos lose any start and end points that might have been set with the Cut tool, so may need to be edited in an editing software such as Premiere Pro before sharing.

To Post a Downloaded Video on Facebook or YouTube

Keep in mind that it can take quite a bit of time and bandwidth to download and upload videos. It should be done by someone who has a strong Internet connection, and it's a good idea to set up and let it run overnight.

If you post a video on Facebook or YouTube, be sure you have the right to do so. Then, be very clear about privacy: know who can view it, if it can be shared, and how long it will be available.

Privacy options for downloaded videos:

Facebook: post in a private group accessible only to invited members. Facebook limits the length of uploaded videos to 2 hours, and there are file size limitations too. Google Facebook Video Size Limitations for current information.

YouTube: YouTube accepts larger files and allows more privacy options.

Invisible: not visible to search engines, only people with the link can view it. But the link CAN be shared

Private: Email addresses of designated viewers are specified on the hosted video. Only those people can view it and they cannot share a link. This is the most secure.

In Case of Emergency or What Happens if there's a Breakdown

Yes, things can go wrong. Here are some things you can do to carry on.

Redundancies

Having a Moderator or a Co-host helping with a presentation is the strongest back-up in case of problems. If the Presenter goes offline, a Moderator or Co-host can keep the meeting running while the Presenter gets things back on track.

Having more than one camera lets the Presenter quickly and easily shift to another camera if one breaks down. And, there are a number of redundancies and back-ups built into the camera set up that will help keep your presentation going in most circumstances.

Power Outage

If the Presenter's power goes out, batteries will keep the devices running, but the loss of power will knock out a hard-wired modem, and that will knock out WiFi. If the Presenter is using a phone as one of the broadcast devices, the broadcast may roll over to the cell phone data plan and keep the presentation going. Also, the Presenter may be able to use a phone's WiFi HotSpot to run other devices. If the Moderator is in a different location, she can keep the meeting going while the Presenter gets power or Internet back on.

Internet Outage

If Internet goes out in an area, the Moderator can hold onto the meeting while the Presenter contacts the Internet provider, or she can communicate with the participants to let them know that a meeting will be rescheduled. The broadcast may roll over to the cell phone data plan and keep the presentation going.

Equipment Failure

If the Presenter's phone or other device freezes, she should keep any other devices connected. Turn on the audio and video on a different device and continue broadcasting while re-starting the frozen device. Calling for a break can give the Presenter a few moments off camera to get things back on track. The Moderator can keep the meeting open if the Presenter needs to go completely out of the meeting and re-enter.

Bandwidth Drops

If the Presenter's WiFi or data connection slows down, Zoom will reduce the size of the picture and/or the video will become slow and pixellated. Normally this is momentary and resolves itself quickly, but if things deteriorate to the point that the Presenter can no longer broadcast, explain to the class what's happening and that you can't continue. (They'll be aware of the problem because they'll be seeing a really poor image.) Either reschedule the class or finish it via recordings that will be posted in a location where they can see them. (See the section on recording and sharing a video.)

Disrupting Viewers

If someone is disrupting class, you have several options. Here they are, in order from gentlest to strongest. All of these functions can be accessed through the Participants List or the small blue box in the upper RH corner of the viewer's thumbnail.

- 1) Turn off the viewer's video and/or mute them.

- 2) Put the viewer in the waiting room and communicate with them via the chat box. The viewer can be brought back into the meeting if/when the host decides to allow them in.
- 3) Remove the viewer from the meeting. The viewer cannot be readmitted to the meeting.

Communicating Off Camera

If the Presenter and Moderator need to talk away from class, send private messages via the Chat box. (Note: In Settings you may need to activate “Allow meeting participants to send a private 1:1 message to another participant” in the Chat section.)

If All Else Fails . . .

Adjourn the meeting to a break, and **make sure the Presenter’s camera audio and video are turned off**. Call the Moderator on the phone if possible. If you have to call on your phone, try to leave another device connected to the meeting. The Moderator may need to explain to viewers that the meeting will be rescheduled, or that the presentation will be finished via a recording.

Whatever happens, remember you aren’t alone.

You’re Gonna do GREAT!

Event Plan & To Do List

This Class Plan is for you, the Event Coordinator and/or Moderator to plan and prepare your Class. Use it to keep track of important steps and dates so everyone knows what needs to happen when.

Presenter:			
Class Title:			
Email:		Phone:	
Class Type:	Workshop	Lecture	Other
Date(s) / # of Sessions:			
Time: Event Host (E C M P)		Time: Presenter (E C M P)	
Time: Moderator (E C M P)		Time: Other (E C M P)	
Number of Attendees:			
Things to do		LOQC	Presenter
1. Setting Up & Promoting the Class			
	Presenter Submit Class Documents		X
	Class Description		X
	Class Sample Photos		X
	Materials & Preparation List		X
	Class Handouts		X
	Kit? Required _____ Optional _____ List of contents, Price, Link		X
	Class Outline (Needed for Tech Set-Up)		X
	Link to Presenter's Products Required / Recommended		X
	Headshot		X
	Bio		X
	W-9 & Payment information		X
	Presenter sets up a Zoom account and download app to phone		X
	Host sets up Class Listing, Class Materials pages, Welcome letter, and private Facebook group	X	
	Prelim planning call with Presenter, Moderator Date / Time:	X	X
	Presenter joins Facebook group (if there is one)		X
	Host promotes class	X	X
	Tech Set-Up with Presenter & Moderator Date / Time:	X	X
	Follow-up Tech Set-Up: Date / Time:	X	X
	Moderator prepares Beginning / End cards for Class	X	

Presenter:				
Class Title:				
Email:			Phone:	
Things to do			LOQC	Presenter
2. Day Before Event:				
	Fpr workshops: Host sends Presenter & Moderator list of all registered students		X	
3. Day of Event:				
	Teacher & Moderator final tech check 45 min. before Event		X	X
	Moderator opens class 30 minutes before Event		X	X
	Presenter presents Event / Workshop		X	X
4. After Event:				
	Moderator posts recording of class (as arranged with Host, Presenter)		X	

NOTES

Moderating Plan

Presenter's Equipment		
Teaching Stations		
Sewing Machine		
Talking Station		
Table Top		
Other		
Event Outline		
Time	Topic	Teaching Station