

Middle Years Virtual Program Template

Use this template to plan a school-age virtual program.

Program Title		
Program developer(s):	Name:	Date:
Brief Description		
Program Length		
Registration Required: Yes / No	Max Participants / Logins:	Age Range:
Literacy Connection		
Estimated Costs		
Staffing / Training Requirements		

Room Bookings	
Tips and Notes	
Supplies	
Documents for Screenshare	<i>List supplementary documents such as activity sheets, puzzles, templates, etc.</i>
Links for Screenshare	
Equipment	<i>Itemized list including electronic, crafting and office equipment etc, and time requirements for each piece of equipment (eg iPad charging)</i>
Zoom Settings	<i>Enable meeting room? Allow participants to rename themselves? Mute participants upon entry?</i>
Pre-Program Registration Tasks	<p>Create zoom meeting (with partner as Alternate Host)</p> <p>Email participants Zoom link day before</p> <p>Print off registration list</p> <p>Print off Documents you want on hand</p>
Pre-Program Equipment/ Set up	<ol style="list-style-type: none"> 1. Meet your partner in the meeting _____ minutes prior to program 2. Test video/audio 3. Test screen share(s) 4. All hosts open all items to be screenshared <ol style="list-style-type: none"> a. Youtube videos: play past the advertisement and cue up to the start of the song. b. After sharing: click on MORE and turn on SHARE SOUND 5. Close all windows/tabs not being used in program

	6. Close Door to office/Studio		
PROGRAM OUTLINE			
Program Activity	Program Element / Action	Administrative / Technical Task	Literacy Connection (Optional)
Waiting Room	Waiting Room Chat Script: Eg: While you wait, find a grownup to help you rename once you are in the program “While you wait make sure you have your (required materials) here	Message to waiting room (Name) Check people off the registration list as they enter the waiting room (Name)	
Icebreaker Upon entry to meeting		Admit from waiting room (Name)	
Introduction and Housekeeping After Icebreaker Allow for _____ minutes	Introduce yourselves Activity Plan overview (Name) Technical / Program / Behaviour expectations (Name) <ul style="list-style-type: none"> • <i>Eg: Grownups – we encourage you to stick around in earshot and give your kiddo a hand if they need it</i> • <i>We encourage you to keep camera on, but understand if you can't/ don't want to.</i> • <i>We will turn mics off for when you won't need them. But you will have to be the one to turn it on if you want to participate in the group story. We will invite you to unmute when we want you to talk.</i> 	Continue to admit participants from the waiting room (Name)	

	<ul style="list-style-type: none"> If you have questions during the program, you can type them in the chat to your left on the screen, or wave your hands wildly and we can pause (show example). 		
Activity 1 <i>Example: Creepy Carrot Book</i>	Read book (Name 1)	<i>Participant reminder:</i> <i>Turn your view to speaker view to see the book the best (Sabrina)</i>	<i>Foster a love of reading</i> <i>Promote Collection</i>
Activity 2			
Activity 3			
Activity 4			
Post Program Follow – Up (email)	<ul style="list-style-type: none"> Ask for feedback on program Include links to continue activities online (optional – often the ones used in program) Include links to appropriate booklists/ resources Include links to register for upcoming programs Attach any content created during program (whiteboard screen shots, completed madlibs) 	Email registrants (even those who did not make it to program) (Name)	

< Add photos here, if available >