

Zoom Events Tips and Tricks

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How to Integrate Zoom Guests into your Event:

- Guests can perform aliyot, recite readings or poems, or participate in special moments during your service
- Create a list of guests who will be participating on a timeline of the event to provide to your zoom operator so they can find and spotlight those guests at the appropriate time.
- Make sure that your guests name themselves correctly on the zoom platform so they can easily be found in the participants list. All too often the list is full of default names such as "Ipad 1" or "Laptop". If you are the Smith family, make sure a family of participants doesn't name themselves "The Smiths" (be specific). If a family will be sharing a zoom computer, and the children of "John and Sally Smith" will be participating, make a note on the rundown that they are sharing a computer with "John and Sally Smith"

Understand The Effects of Latency and Echo:

- You cannot have guests from multiple different zoom computers performing the same aliyah or reading.
- Guests cannot have multiple zoom machines open in the same room or location

Testing Connection and Troubleshooting Ahead of Time:

-A week or two before your event, run a test zoom with the guests who will be participating. Make sure they know how to login to the software and join a meeting, mute and unmute themselves, turn on and off their camera, access the chat, and any other functions on the software. Make sure that you can see and hear them, and that they can see and hear you. The professional cameras and audio equipment that we use integrate with zoom just like a standard webcam, so if they can connect with you at this test, they will be able to connect with our event.

Audio/Video Quality:

- Make sure to point out to your guests that they will be viewed and possibly recorded.

Video Tips:

- Make sure the computer or webcam is level with the faces of the participants.
Having the computer at a low level tilted up can look skewed.
- Make sure there is plenty of soft lighting in the room. The webcam can create a better image with more light.
- Try not to have lights or an open window behind the subject of the image,
This will darken the subjects in the image.

Audio Tips:

- Don't put the computer or webcam far away. This will add echo to the sound.
- Make sure there is little to no background noise (vacuum, television, dishwasher, etc)
- If it is one person at a computer, the best sound quality can be achieved using headphones or earbuds.

Notes for All Guests

- Encourage guests to have their camera on. We record the gallery view, and it's much nicer to have a gallery full of faces than black boxes.
- Encourage guests to leave a message in the chat (which we will deliver to you at the conclusion of the event). This acts as a virtual guest book and is the only way to have a record of those who attended.