

Instructions

Fill out the Run of Show and share it with guest speakers to be clear on the line up, responsibilities, and roles.

Zoom Platform Tip: Assign a co-host in case of internet issues. They can also help monitor the chat feed, which is super helpful if you are sharing your screen. They can type in any questions you may ask throughout your sessions and include links and/or other resources that you might be sharing.

To edit this document, click [here](#).

Adaptation Citation

Trevino, N., & Gaston, A. 2020. Healthy Native Youth: [Virtual Adaptation Guide](#). Portland, OR: Northwest Portland Area Indian Health Board.

Run of Show

Date and Time:

Zoom link or location:

Host + contact info:

Co-host + contact info:

Goals and Reminders for team:

Learning Objectives

Start	End	Min	What/ Activities	Lead (Presenter/ Speaker)	Background Lead <small>(chat moderator, screen share, waiting room, etc.)</small>	Materials (links, content, resources)
11:15am	11:45am	30	Prep – adults on – share screen capabilities, break out rooms set up, polling q's set up, co-hosts designated Open PPT for Kickoff	Name	Name	Content – Name responsible

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