**Notes on MPA Hooding Ceremony Logistics**

**Logistical details of ceremony**

Media Services will have 6 staff members to manage the event: stage manager, spotlighter, communicator, muter, playback person. Use Slack to communicate during the event.

Roles during the event:

1) Co-hosts: Media Services Staff, MPA Staff, faculty (?)

2) Panelists: graduates will be panelists. Ability to share camera and chat. Student will receive an email from Zoom with the link they will need to be panelists who are able to share a camera and chat. Students will need to use their Evergreen email to log in.

3) Attendees: audience members, open to those with the Zoom link. Graduates can share this link with family and friends

Hooding logistics

1) Student name is read

2) Spotlighter will turn focus of webinar to the student-panelist

3) Will show what the student is displaying:

Student may share camera

If camera is off, we will see the student’s photo (if one is set in Zoom) or the student’s Zoom name

4) Student will be hooded

5) Welcome the student as an alum and call the next student

**Security:** The webinar format is “locked down”. By default, attendees will be able to view the events but not share video or audio etc. Attendees may be able to participate in chat. Graduates will be set up in Zoom as panelists. They will log in using their Evergreen email account, which needs to be connected to Zoom. They should not allow others to join Zoom through their own log-in (families and friends can obtain a free Zoom account of their own to log in). Media Services staff will be able to mute and eject someone who crashes the ceremony.

Pre-program: Graduates should log in by 9:30 am. Ceremony begins at 10. We have the option of having a pre-program show (e.g. drumming, slide show).

**What Media Services Needs and when**

1) Script with time indicators

2) Names of students who will be in the hooding ceremony

3) Clips for video montage from each of the cohorts by **June 1st**

4) All pre-recorded elements by **June 8th**

4) Rehearsal on June 9th at 1:30 (**send Zoom invitation for this)**

**What we will need from Media Services**

1. Microsoft One Drive location for students to upload clips for montage videos
2. Guidance to students on setting up home camera for good lighting, etc.

**What students need to know to prepare**

1) May invite families and friends to attend using the Zoom link sent. They should use their personal email to join, and not the graduate’s email. They can set up a free Zoom account beforehand.

2) Before the ceremony, students will receive an email from Zoom with the meeting details and link that will allow them to log in as a panelist. This should not be shared.

3) Graduates should be aware that when their name is called the spotlighter will bring the graduate’s Zoom window into the main display. The student may share audio and video. If they choose not to, the photo or name they are using in Zoom will display instead. Graduates who want to display a particular photo of themselves should be sure to set that in Zoom beforehand [BE SURE TO GIVE INSTRUCTIONS ON HOW TO DO THIS]

4) Graduates will need hooding instructions [BE SURE FACULTY FOLLOW UP ON THIS]

5) Graduates will need details on how to set up their home camera for the best pictures and recording.

**What those making content need to know**

1) Guidance on producing quality video

2) June 8th deadline [SHOULD WE SAY JUNE 5TH?]

3) Location to upload content