Kit for Hybrid Watch Parties
FP&M Employee Recognition Awards Premiere 2021

Extended Leadership Team members: please follow the instructions below for setting up a **hybrid** watch party. Hybrid means that part of the team is watching together onsite, while some are watching remotely at the same time.

First, please [RSVP](#) if you haven't already so that we know how much popcorn you need.

Setup (Meeting Organizer)

- *Ahead of time*:
    - Identify a space in your area with a large TV screen, or reserve a campus space to accommodate your team(s)
    - Send an email to your team explaining what we are doing. Download, open, and customize this **[email template for hybrid watch parties](#)**.
    - Send an **[Outlook meeting invitation](#)** to your *whole team* (whether they will be joining remotely or in-person).
    - Set meeting time for the Premiere at 10:00AM on Thursday, 7/22 or at a day/time later which works best for your team(s)
    - Indicate that the modality is "Hybrid" in the meeting details and let staff know they have a choice to attend in-person or remotely
    - Make it a Teams Meeting
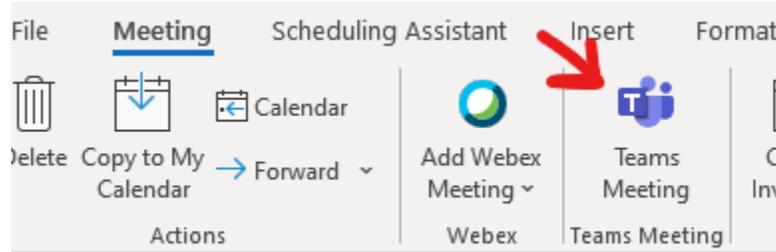
- *Popcorn delivery*
    - Confirm that your prepackaged bags of popcorn were delivered.
    - Arrange for team members *joining the watch party remotely* to pick up popcorn the next time they are in the office

- *Day of Watch party*:
    - Bring the popcorn to the onsite viewing location you have chosen so that team members *joining onsite* can get it there.
    - Bring your laptop to the onsite viewing location
    - Open the [Awards Video](#) and maximize the window

- ■ Connect a cable to the larger screen onsite / or project your computer/laptop to the larger screen wirelessly using Bluetooth
- ■ Press "Play" on the video once connected to the larger screen.
- ■ Adjust volume of larger screen/location's audio system as needed
- ○ Make sure everyone has a bag of popcorn who wants one!
- ○ Screen Share video via Teams
  - ■ Join the Teams meeting you've set up for your team
  - ■ Click Share Content button
  - ■ Toggle the "Include computer sound" setting on (see screenshot)
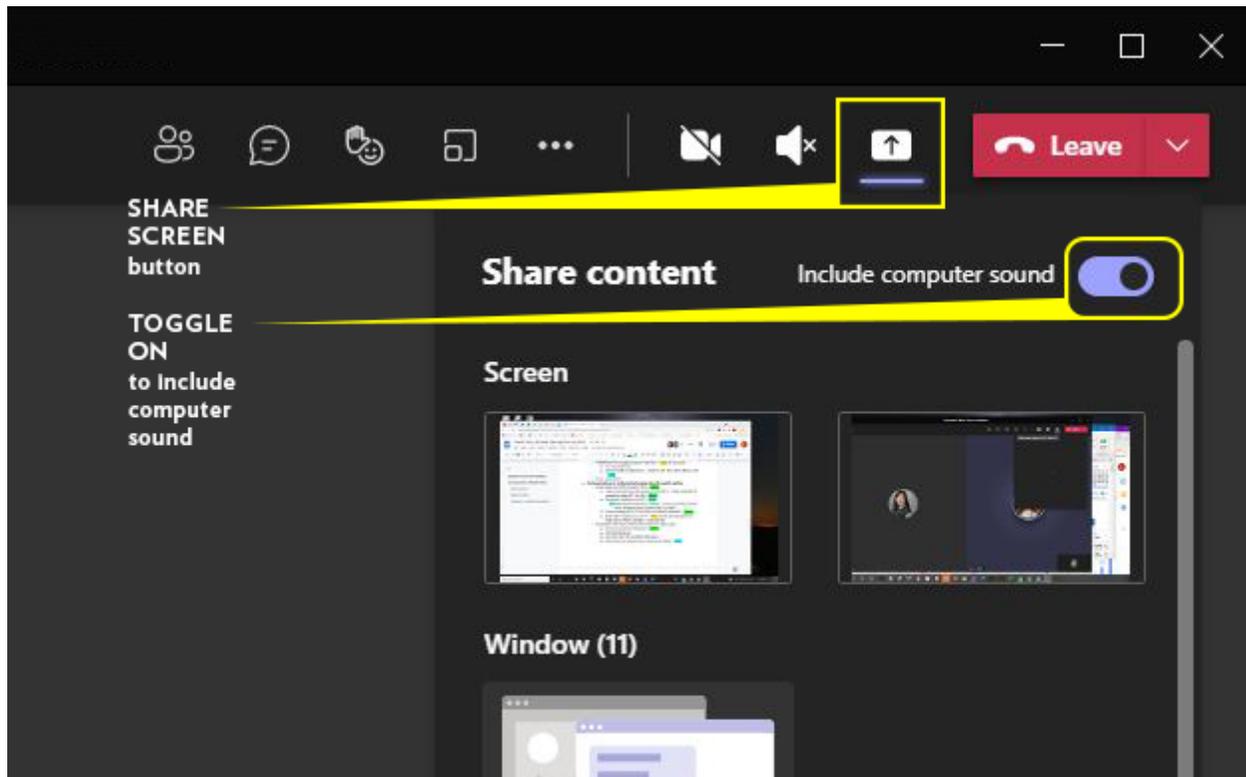
Screen-shot: Microsoft Teams Menu (above)

- ■ Under "Window" select the video
- ○ Chat with team: both onsite watch party participants and remote watch party participants can chat within the Teams meeting window
- ○ Have fun!