Kit for On-site Watch Parties
FP&M Employee Recognition Awards Premiere 2021

Extended Leadership Team members: please follow the instructions below for setting up an **on-site** watch party.

First, please RSVP if you haven't already so that we know how much popcorn you need.

Setup (Meeting Organizer)

- *Ahead of time*:
    - Send **an email** to your team to explain what you are doing. Download the email, customize, and send.
    - Invite your team(s) using an Outlook Meeting invite(s). **See example and instructions here**.
    - Identify a space in your area with a large screen or reserve a campus space to accommodate your team(s).
    - Make note of the necessary cords, dongles or other items needed to connect your laptop to the screen. *See chart of common video interfaces, below.*
    - Set meeting(s) 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 "Onsite" in the meeting details and include any helpful location and access directions.
    - Invite your team members to the chosen location of your Watch Party via the Outlook meeting request.

- *Popcorn delivery*
    - Confirm that your prepackaged bags of popcorn were delivered (they should be there one day ahead of your watch party.)

- *Day of Watch party*:
    - Bring the popcorn to your selected onsite viewing location(s) so that team members joining *onsite* can get it there.

- ○ Bring your laptop to the onsite viewing location. Don't forget your power cord and any other display cords needed! *See a chart of common video interfaces in the Appendix, below.*
- ○ Open the [Awards Video](#) Premiere on your computer/laptop .
- ○ and maximize the window
  - ■ Assure that computer sound is turned up.
  - ■ Connect a cable to the onsite screen 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!
  - ■ Have fun!

APPENDIX :

Common Video Interfaces