

Best Practices Checklist for Virtual Programs

1. **Get Organized**

Get organized outcomes for the program as a starting point for planning. Try to avoid planning “the same thing but online” – inherently virtual programs feel and operate differently

 - For example, if you regularly host an awards ceremony in-person, consider pulling it up over multiple days utilizing prepared videos and encouragement



2. Determine the best platform for your needs

- [Zoom](#)
- [Google Hangouts](#)
- [Microsoft Teams](#)
- [Twitch](#)
- Social Media (e.g., [Facebook Live](#), [Instagram Live](#))

3. Ensure platform accessibility

Distribute any pertinent materials to attendees in advance

When needed, create pauses during and between activities to ensure all attendees are caught up

If demo-ing something on a shared screen, be sure to specifically identify what you are clicking on

Ensure captioning is enabled for attendees who are deaf or hard of hearing

For additional information, guidance and consultation, review Disability Services

[Accommodation Resources for Remote Learning](#)

4. Market the program to your targeted audience

Student Affairs departments should work with their SA Communication liaison to

