**Agenda – Welcome Day**

**Preparation:**

**12:30 PM** Staff Prep

* Music in the background/Fun background/Fun posters -Name
* Attendance list -Nam
* External Links ready -Name
* PowerPoint slides upload as a shared screen -Name
* Mute option -Name
* Recording Feature -Name
* PowerPoint walk-thru -Name

**Agenda:**

**1-2 PM Welcome (15-20 min) – PPT Slide Presentation**

* Opening – virtual land acknowledgement, song/prayer, etc. -Name
* Executive Director welcome -Name
* Icebreaker activity -Name
* Explain the week -Name
* Zoom platform walk-thru -Name
* BREAK activity – Stretch/movement -Name

**Introduce team (10 min)**

* Team introductions

**Introducing Workshops (30 min)**

* Introduce workshop facilitators -Name

**Wrap up (5 min)**

* Final announcements for the week & workshop -Name
* Address any/comments from participants -Name

**Closing (5 min)**

* Surveys -Name

**Agenda:**

**2-2:15 Team recap/debrief -Team**

**Staffing:**

|  |  |
| --- | --- |
| Host | Name |
| Cohost | Name |
| Zoom Security – “Hype man” | Name |
| Tech person | Name |
| Mental Health staff | Name |

**Other Tasks:**

|  |  |  |
| --- | --- | --- |
| Host | * Welcome (healthy risk) * Polling activities – share results * Break time * Closing and closing survey’s |  |
| Cohost | * Monitor concerning post – inform MH staff * Share the lifeline number * Take attendance * Monitor Zoom chat – questions * Initiate Virtual protocol, if needed |  |
| Tech-y Person | * Issues with sound * Lost connection * Recording * Assist participants |  |
| Zoom Security – Hype Man | * Zoom bombers * Polling activities * Break activities * Active participant |  |