

### 3 Tips for Planning a Successful Event

#### 1. Engage the audience in an Entry Ticket activity

Carve out 5 minutes or so for a warm-up activity to engage your audience in [participatory or active learning](#). This could be a short prompt such as an Entry Ticket, where participants type up their responses to the prompt and share them in the chat. In a large group, you might read a few of these out loud. In a small group, you might go around the Zoom “room” and ask everyone to introduce themselves (a quick trick: when one person finishes, ask them to pick someone to pass it on to – this helps to keep the conversation going and avoid an awkward silence or pause in the discussion).

#### 2. Make sure it doesn't go over time

It may seem tedious at first, but it's crucial to plan out at least a rough outline of your event with timestamps to help you account for how long each activity will take. The key to a successful event is [keeping time](#), which is both good practice and also a feminist issue: it's important to keep time to make sure everyone is given opportunity and room to speak. When one person goes over time, that extra time is taken away from others—including your participants if the event runs over and they have to leave the Zoom meeting for other commitments.

#### 3. Talk it out during TLH office hours

Bring a draft event agenda to group office hours with Executive Director            using the Zoom invitation below.

**Zoom Invitation:**

**Date @ Time**

**Zoom Link**

**Meeting ID:**

**Passcode:**