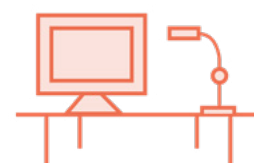


Checklist for Delivering a Virtual Activity



For activities being delivered virtually, here's a useful checklist that you can run through with the teachers to ensure everything runs smoothly. They may also wish to get some of their students involved:

Item	Action needed	Deadline	Review	Action completed
Discuss with your employees and the teachers what technology you have available and which will work best.				
Give the technology a trial-run in plenty of time prior to the event, to ensure everything works smoothly. If using video technology, consider the location(s) that are being used, to ensure lighting is appropriate and there are no noise disturbances. Where using audio, ensure you can clearly be heard.				
Ensure you have charged batteries/chargers available for the equipment being used.				
If the technology being used is new to employees and/or the school/college, produce a simple guidance sheet that can be tried and tested prior to the event. This may be a good opportunity for the school/college to get their students involved to help.				
If you are using company equipment that is shared, ensure it is booked out when it's needed, allowing extra time beforehand to get it set-up and tested.				
If possible, ensure you have your technology expert on stand-by on the day, just so you can contact them if you experience any technical issues.				
It's a good idea to save any online materials to your hard-drive and a memory stick – just in case you can't access your resources via your normal route.				
Where you can, double up on equipment. For example, have two laptops available even though you need only one.				