

Virtual Event Quick Sheet

Due to updated guidelines regarding events during the COVID-19 pandemic, you may be considering offering a virtual event/experience instead. Below is some information that may be helpful to you as you go through the process. If you have further questions after reviewing this document, you can find additional information on our Virtual Events webpage or email events@whitworth.edu.

Virtual Event Types

- Presentation
 - One-way communication
 - Presenter does not need to be on campus or in Spokane
- Webinar/Panel
 - Zoom, Webex or similar online platform
 - Allows for breakout rooms
- Livestreaming
 - The most authentic event experience
 - Requires presenters to be on campus
 - Depending on current state guidelines, may be able to have small audience*
 - Can be viewed live and may also be recorded and stored for later viewing
 - Can be viewed by anyone with a link and internet connection
 - Possible on multiple platforms: YouTube, Instagram and Facebook
- Pre-Recorded video
 - Similar concept to a home movie/short video
 - Released to the audience at a specified time

Event Considerations

- If you plan on having a speaker or presenter, will they be in Spokane?
- Who is your audience?
 - If your attendees include anyone besides faculty, staff and students (i.e. alumni, parents, general public), a [Facilities Request Form](#) must be submitted at least two weeks in advance. If you are a student club, your event needs to be approved by the student activities office.
- What is the purpose of your event?
 - Ask yourself what you wish to achieve with this event. Once you know the answer, consider how this purpose/message can be shared without gathering in person.
- How complex is your event?
 - If you wish to make any part of your event virtual, it is best to keep it as simple as possible.
 - The Whitworth Office of University Events will be happy to brainstorm with you any ideas or alternative platforms.

*In-person event guidelines will be based on directives from the Governor's Office and Spokane Regional Health District.