

Better Late

THAN NEVER

Prom



zoom



WCNY
connected.



Welcome to your Better Late Than Never Prom toolkit.

You'll find here everything you need to successfully manage the virtual prom for your high school. Remember, you are in complete control of the event. We have provided all the necessary resources to allow you to play and pause the video, add your own custom content, and control the pacing of the event. We recommend spending some time with this toolkit and getting to know all of the materials beforehand, so you can customize the event to best serve your school and student body.

This toolkit includes:

- Details about the 90-minute entertainment video produced by WCNY.
- Instructions to sign up high schools up for a Complimentary Enterprise Zoom Account.
- Zoom set up, login information, event instructions, and tutorials.
- Sample program timeline. This timeline is a recommended flow, but not a requirement. Make it your own!
- A Save-the-date and E-invitation to send to your students.

90-Minute Pre-Recorded Video

- WCNY will provide you this link on Wednesday, June 17.
- Video includes:
 - o History of Prom 3-minute documentary
 - o Prom video introduction
 - o Host greetings
 - o Host introductions to four musical acts,
 - o Musical acts of: Ed Sheeran, Khalid, Billie Eilish, Sam Smith
 - o Host closings





Recommended Program Timeline

As the entertainment is pre-recorded, you can shift the Local Avail Time as you see fit.

7:50–8 p.m. Students gather in Zoom Experience

7:55–8 p.m. Chaperone launches Zoom Experience and students enter to get ready

8 p.m. Chaperone plays video

8–8:03 p.m. Open
History of Prom
Video Introduction

8:03–8:04 p.m. Welcome Messages from Celebrity Host

*Lock the Zoom Experience
Chaperone pauses video*

8:04–8:09 p.m. Local Avail Time #1
Welcome messages from Chaperone (local principals/
admins)
Go over rules of the night
Take photos—screenshots
Post photos online at #PromNight2020

Chaperone plays video

8:09–8:10 p.m. Host introduces Act #1

8:10–8:25 p.m. Act #1: Ed Sheeran
Castle on The Hill





Perfect
Thinking Out Loud
Shape of You

8:25–8:26 p.m. Host introduces Act #2

8:26–8:41 p.m. Act #2: Khalid
8Teen
Saved
Young, Dumb, & Broke
Location

Chaperone pauses video

8:41–8:51 p.m. Local Avail Time #2
Award prizes and raffles
Play videos from guest speakers

Chaperone plays video

8:51–8:52 p.m. Host introduces Act #3

8:52–9:07 p.m. Act #3 Billie Eilish
Bad Guy
You should see me in a crown
Copycat
All the good girls go to hell
Bury a friend and closing

Chaperone pauses video





9:07–9:17 p.m. Local Avail Time #3
Announce Prom King & Queen
Use webinar features to highlight winning students
Students give speeches
Take photos

Chaperone plays video

9:17–9:18 p.m. Host introduces Act #4

9:18–9:28 p.m. Act #4: Sam Smith
One Last Song
Palace
Too Good at Goodbyes & closing

9:28–9:29 p.m. Host closing remarks

Video ends

9:29 p.m.–close Local Avail Time #4

Chaperone Closing remarks

Thank you & goodnight!



Zoom Instructions

1. Invite Your Students

A. Use the Save-the-date email template in Marketing Materials to invite your students and track their RSVP.

B. It is up to you how you would like to track your RSVPs. This information is only for your record.

C. We recommend creating your own google form for students to fill out their names and email addresses.

2. Enterprise Zoom Account

A. Zoom is providing complimentary access to an Enterprise Zoom Account for all high schools who sign up. In order to register for your account, you must create a new email. You cannot register for your Enterprise Zoom account with a personal email or pre-existing email already authorized with Zoom.

B. When creating a new email, we recommend using the email template **highschoolname-pbsprom2020@gmail.com**

C. After you have created this email, please fill out this Google form. This form will be sent directly to Zoom, who will create your Enterprise Account.





D. Before or by Wednesday, June 17, Zoom will send an account confirmation to your Gmail account. This confirmation will include a special authorization and log-in credentials for a Complimentary Enterprise Zoom Account. After the Prom night, your authorization to the Enterprise Account will be deactivated.

3. How to Set Up Zoom

A. Once you have received your Zoom log-in credentials, create a webinar and share the link with your students. Use the E-invitation email template in Marketing Materials to invite your students and provide the webinar link & password. You should send this out no later than Wednesday, June 17.

B. Be sure to schedule a webinar and not a conference. This event is structured around the usage of a Zoom Webinar Experience. Students will only need the link and password to enter the webinar. They will not need to register their own emails or accounts.

C. You must set a password for your webinar and provide this to your students as well.

D. How to set a meeting password:

4. Zoom Webinars

A. The Virtual Prom Experience will be held in a Zoom Webinar, which will allow the chaperone to control and monitor student behavior.



B. The chaperone is able to feature participants using the Step-Up function. This is the recommend format when electing Prom King & Queen and awarding prizes.

C. The Webinar eliminates the ability for attendees to speak without being selected. If students would like to interact with one another, they can use their personal devices and social media platforms to share photos, videos, and messages with one another during the event. You can use **#PromNight2020** when sharing online.

D. Learn more about Zoom Webinar functions:

5. How to Share the Entertainment Video with Students

A. To show the 90-minute entertainment video with your students in the Zoom Webinar, use the screen share function.

B. How to share your screen on Zoom:

6. Prepare for the Start

A. The event begins at 8 p.m., so you need to have the video prepared beforehand. We recommend locking the doors at 8:05 after you have played the introduction video.

B. Locking Zoom Experience. Think of this as closing the doors for entrance. You can find instructions for this and other host functions at:





7. Local Avail Time

A. During this period, you choose how you will spend the time.

B. This is your time to elect Prom King & Queen, award prizes, playing video tributes to the Class of 2020, take photos via screenshots, or playing videos from guest speakers.

C. Many high schools are holding online voting for the Prom Queen and Prom King prior to the event. However, it is possible to hold a Zoom Poll during the event for students to elect Prom King and Queen in real time. It is up to the principals how you would like to conduct voting.

D. If you would like to hold the poll during the zoom event, see instructions here:

**DOWNLOAD SAVE THE
DATE EMAIL**

**DOWNLOAD TONIGHT
EMAIL**





Other Helpful Zoom Tutorials:

- A. Closed captioning
- B. Managing users
- C. Sharing multiple screens
- D. Zoom Room features and configuration

Help and Support

For help and support the night of, please contact Vincent E. Escamilla
vincent.escamilla@zoom.us

**DOWNLOAD ASSETS TO
SHARE WITH STUDENTS**

