Better Late THAN NEVER Prom

SCSD

zoom

PBS

WCNY connected.

Welcome to your Better Late Than Never Prom toolkit.

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

Date: Friday, June 12, 7–9 p.m.

Schools Participating: Syracuse Central Institute of Technology; Promising Future Leadership Academy, Nottingham Highschool, Corcoran Highschool, Henninger Highschool, PSLA @ Fowler Highschool

Host & DJ: Derrick Dorsey

Entertainment Video: WCNY will provide you this link with your Zoom

log-in credentials before Friday, 6/12 to your school's prom email account.
- Video includes:
    - o History of Prom 3-minute documentary
    - o Prom video introduction
    - o Greeting from Superintendent Jaime Alicea
    - o Messages from guest speakers, including Mayor Walsh
    - o Four music sets with host and DJ Derrick Dorsey
    - o Host introductions and closings

Program Timeline

6:50–6:55 p.m. Students gather in waiting room

6:55-7 p.m.   Chaperone launches webinar and welcomes students

7 p.m.   Chaperone plays video

7–7:03 p.m.   DJ Derrick Dorsey Opening

                History of Prom
                Video Introduction
                Chaperone locks doors to Zoom Webinar

7:03–7:23 p.m. Set #1 with DJ Derrick Dorsey
                Messages from Superintendent Jaime Alicea
                Derrick transitions to Chaperones

                Chaperones pause video (23:46 minutes)

7:23-7:33.   Local Avail #1
                Tribute videos, talent show videos, special messages

                Chaperone plays video

7:33–7:56 p.m.   Sesame Street with Jason Derulo cameo
                 Set # 2 with DJ Derrick Dorsey

Chaperone pauses video (46:11 minutes)

7:56–8:01 p.m.   Local Avail #2
                 Elect Prom King & Queen

Chaperone plays video

8:01-8:27 p.m.   Cameo from SU Basketball player Eric Devendorf
                 Set #3 with DJ Derrick Dorsey
                 Joe Driscoll cameo

Chaperone pauses video (1:12:21 minutes)

8:27-8:32   Local Avail #3
                 Award raffles & prizes

Chaperone plays video

8:32-8:53   Mayor Walsh message
                 Set #4 with DJ Derrick Dorsey

Chaperone pause (1:33:45 minutes)

8:53-8:55   Local Avail #4
                 Chaperone closing remarks
                 Chaperone plays video

8:55-9   Jackiem Joyner cameo
                 DJ Derrick Closing remarks

Video ends (1:38:09 minutes)

Chaperone ends Zoom Webinar for all.

Zoom Instructions

1. Invite Your Students

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

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

    C. Please set up a google form for students to fill out their names and email addresses to track your RSVPs.

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 this account using your personal email or an email that is already authorized with Zoom.

    B. When creating a new email account, 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 10, 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 invite your students to participate with the link on Wednesday, June 10. Use the E-invitation on our prom website:

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

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

D. How to set a meeting password:

3. *Zoom Webinars*

A. The Zoom 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 choose and feature participants using the Step-Up function. We recommend using this function 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

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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 posting online.

Learn more about Zoom Webinar functions:

4. How to Share the Concert with Students on Screens
A. To share the entertainment video in your Zoom Webinar Experience, use the screen share function.

B. How to share your screen on Zoom:

5. Prepare for the Start
A. The event begins at 7 p.m., so you need to have the video prepared beforehand. We recommend locking the doors at 7:05 after you have played the introduction video.

B. Locking Zoom Experience. Think of this as closing the doors for entrance. Instructions for this and other host functions:

6. 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 :

7. Other Helpful Zoom Tutorials:

B. Closed captioning:

C. Managing users:

D. Sharing multiple screens:

E. 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