



# Zoom Host Checklist

***Presented by Caelan Huntress***

*Creator of the*

**[ZoomHostIntensive.com](https://ZoomHostIntensive.com)**



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## Attribution

### **MANY SMART PEOPLE WENT INTO MAKING THIS HAPPEN.**

The information in this whitepaper has been written by Caelan Huntress and produced by Stellar Platforms, LLC, however the community becomes wiser than any individual involved as each client, coach, and professional brings their wisdom, experience, troubles, challenges, skills and passions, which enhances the lives of everyone involved.

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*Based on a work at <https://get.caelanhuntress.com/zoom/>*

## ***Prep Work***

- ☐ Sound and mic check
- ☐ Lighting and appearance check
- ☐ Set up your beverage
- ☐ Repeat some tongue twisters

*Red Leather, Yellow Leather / She sells seashells by the seashore. / A flea and a fly in a flue were imprisoned, oh what could they do? Said the flea, let us fly, said the fly, let us flee, so they flew through a flaw in the flue. / There's no need to light a night light on a light night like tonight.*

- ☐ Reboot computer
- ☐ Shut down all unnecessary programs
- ☐ Physical relaxation for 5 minutes
- ☐ Dance

## ***Best Practices***

- ☐ Look at your camera, not your own video
- ☐ Send an agenda and join link with the calendar invitation
- ☐ Send the recording and a survey as a follow-up
- ☐ 1 person, 1 camera
- ☐ Make sure your event is accessible to disabilities

## *Opening*

- ☐ Ask for answers to questions in chat
- ☐ Show Thumbs Up / Reactions
- ☐ Mute Protocol - Cmd+Ctrl+M or Alt+M to mute all
- ☐ Recording announcement - offer cameras off
- ☐ Private chat / Raise hands / Participants panel
- ☐ Chat to All Attendees vs All Panelists
- ☐ Gallery vs Speaker View, how to Pin Video
- ☐ Rename Yourself - add a # to set an order
- ☐ Agenda for the meeting

## *Delivery*

- ☐ Look at the camera, make eye contact
- ☐ Position so they can see your body language
- ☐ Ask questions when you pass the baton
- ☐ Take pauses. Let the silence select someone.
- ☐ Shortest name goes first. Shortest haircut goes first.
- ☐ After you are done talking, nominate the next person
- ☐ End with a question

# Fun Games

## 1. High Fives to the Side

*Instruct everyone to go into Gallery View. Demonstrate giving a high-five to the left and right. Ask everyone pick a side to give a high-five, and do it together on the count of three. If you see a connection with the person on the other side, leave your camera on - if you are left hanging, turn your camera off. Process of elimination.*

## 2. Breakout Rooms - How many things do you have in common?

*Go into Breakout Rooms in groups of 3-4. In 2 minutes, discover how many things all of you have in common. Send a broadcast message, 'Keep score - how many things do you all have in common?' After 60 seconds, close the rooms, with a 60 second timer.*

## 3. Roller Coaster POV

*Paste link in chat: <https://www.youtube.com/watch?v=oAJLKDMihnU> Ask everyone to put the video on pause and mute, and drag the scrubber to the beginning. Instruct on how to resize windows, split screen - gallery view on one side, and YT video on the other. If you can't get it to work on your device, turn your camera off, and just watch the gallery view. Count to 3 to start video together. If you are in a place where you can't scream right now, put your microphone on mute, and make it look like you're screaming. If you can scream, give us a scream. Put up your hands! Turn together!*

## 4. Scavenger Hunt - 4 items

*Ask everyone to find something nearby and show it to the camera. Use different categories, like: Something blue. Something from another country. Something with the price tag still on it. Something difficult to explain to your parents. Ask a volunteer with all 4 to tell a quick story that involves all 4 of them. "Once upon a time..."*

## 5. Mad Libs on Flippity

*Open [this Flippity link](#). Share your screen, and ask for a volunteer to select a category. Ask for volunteers to add words by typing in chat, or calling out verbally (holding spacebar). Create a silly story, and read it aloud.*

## 6. Send the Rock in Private Chat

*Ask all but a dozen people to turn their cameras off. You have the rock, and you send it to someone in private chat. (Select 'Everyone' and select a name.) We all try to look inconspicuous as we pass it. Set timer for 1 minute. Call stop, ask everyone to type their guess in the chat for who has it. After everyone guesses, ask for the rock reveal.*

## 7. Proverbs

*Ask for 8 volunteers. Everyone else turns their camera off to make a 3x3 grid. Volunteers rename themselves 1-9 in order decided by host. Everyone puts fingers together. Host is 1, and says one word. 2 says the next word in the proverb. Keep going until a stopping point is reached, and everyone says 'Yes yes yes yes.' After a few rounds, swap for another set of volunteers.*

## 8. Terrible Presents in Breakout Rooms

*Go to breakout rooms in pairs for 2 minutes. First minute: person with the shortest hair gives a terrible present. Anything they like. The person with the longer hair has to express sincere gratitude, and find something nice to say about it. 2nd minute, they switch.*

## 9. Rock Paper Scissors vs Host

*Everyone plays rock, paper, scissors vs host. When you fail, turn your camera off, and choose one of the winners to cheer for. Elimination until 1-on-1 with host, and then championship round - the winner gets to lead the next round, with everyone turning their cameras on.*

## 10. Stamp on World Map

*Share a slide with world map. Instruct how to open Annotation toolbar. (Paste the content below, replace with your name.) Ask everyone to put a star where they were born. Put a green check where they want to visit one day. A red X where they never want to visit. A question mark over other people's choices. Ask everyone to stop, and lead a discussion about places.*

*To open the Annotation Toolbar:*

- Select 'Whiteboard' or 'Annotate' from your Zoom Toolbar, or
- Go to the View Options dropdown, next to the green bar that says 'You are viewing Caelan Huntress' screen,' or
- Click on 'More' in the Zoom toolbar.

## ***Interactive Exercises***

1. If you're ready to begin, type 'ready' in the chat
2. Where in the world are you? Type your city in the chat box
3. One at a time: Show us your workstation, your house, or your pets
4. Guess the Owner - Everyone submits a photo (shoes, desk, or view out of window), participants guess whose is whose
5. Play Pictionary on the Zoom Whiteboard
6. Vote with Stamps using the Annotation Toolbar
7. Everyone draws on paper their interpretation of something and shares
8. Use Flippity for quiz show, partner selection, and order generator
9. Dance Break - cameras on or off, dance for 1-3 songs together (playlist)
10. What's your type? Everyone takes the Myers-Briggs or Character Strengths test together, puts results on Mural board or Zoom whiteboard
11. Powerpoint Karaoke - put lyrics onto PowerPoint slides, sing along
12. Share your Wins and Miseries for the week / day / project
13. Share a weird fact/legend about your birthplace, ask people to guess
14. Cookie Bake-Off - everyone uses same recipe and changes 1 ingredient
15. Halloween Day - everyone comes to the meeting in costume
16. Create a Coat of Arms, share with group
17. Show and Tell - Shares an item and why it is meaningful to you
18. Whack-a-Mole - copy dance moves of person who is 'it,' then go off screen when they copy your moves

# Zoom Orientation Script

*Before we begin, I'd like to give everyone a little tour of using Zoom.*

*In the lower left of your Zoom toolbar you will see a Mute button. Everyone turn your Mute on and off, and notice the red microphone that comes up when you are on Mute. The host can mute and unmute people. If you have a lot of background noise, we may mute your microphone. Please don't be offended if we do, but feel free to unmute yourself if you have something to say.*

*Next to that is the Stop Video button. Press that a couple of times, so you know how to turn your camera off. We might do this during breaks, or if you need a moment to yourself.*

*On the right is the Chat button. You might need to click on the More button with three dots to see it. Let's all say 'Hello' in the chat to everyone. Type 'hello.' Great, now if you are sending this chat to Everyone, click on Everyone to select someone to send a private message to someone. You can all send 'hello' to me, pick my name from the list, and send a private 'hello' to me in chat.*

*Great, now if you have any technical difficulties, you can send a private message to NAME, who is here to help support me during this session. They will be helping anyone who has issues with seeing the screen, or hearing sound, so everyone please send a private message in chat, send 'hello' to them. Now, if you want to send a chat message that everyone can see, be sure you click the blue button and change it to 'Everyone.'*

*Does this make sense to everybody? Can I see a thumbs-up if you can do this? Show me your thumbs in the camera. **[Demonstrate a thumbs-up.]** Great, and now show me your thumbs in Reactions. There is a Reactions button in your Zoom toolbar, you can click on it to show me a thumbs up, or applause. On phones and on tablets you can see these emojis just by pressing 'more.' During discussions, I may ask you to use these reactions to raise your hand. **[Make sure you are not sharing your screen to demonstrate Gallery View.]***

*Finally, look to the top right of your screen, and there is a button that says either Speaker View or Gallery View. Toggle between these two modes, so you can see one person in Speaker View, with a small row on top, and go to Gallery View, when we can see everyone in a group. If you are on a mobile device, you can just swipe left and right. During discussions I will ask you to go to Gallery View, so we can see everyone.*

*(See more detail in my [Virtual Facilitator Workbook](#) in Google Docs.)*

Please note: Being a great Zoom host takes practice.

Many of the items in this Checklist will take time, tech, and guidance to create.

Helping people become better virtual hosts is something I do in the Zoom Host Intensive.

The image is a promotional graphic for 'Zoom Host Intensive.com'. It features a man with glasses and a beard, wearing a dark sweater, standing with his arms crossed. To his left is a circular blue badge with a white border. The badge contains the text 'CERTIFIED' at the top, 'DIGITAL' in the center, and 'PRESENTER' at the bottom, separated by laurel wreaths. The background is split into a dark red top section and a blue bottom section. The text 'Zoom Host Intensive.com' is in white on the red background. Below the man, on a dark blue background, is the text '4 x 90-Minute Live Training Workshops hosted by Caelan Huntress' in white.

**Zoom Host Intensive.com**

**Become A Better  
Zoom Host**

**CERTIFIED  
DIGITAL  
PRESENTER**

*4 x 90-Minute Live Training Workshops  
hosted by Caelan Huntress*

**[ZoomHostIntensive.com](https://ZoomHostIntensive.com)**

## How do you keep people engaged and active in a virtual meeting?

Let's face it, connecting online is not the same as connecting in person. You are not sharing space, location, or breath. It's easy for someone to tune out, multitask, and ignore you.

*Unless you know how to keep people interested.* All you have to do is provide interesting content, and ask for your participants to participate in the experience.

### Participant Engagement

Proactive

Contributing + 10

Reactive

Responding + 5

Passive

Listening + 0

Distracted

Ignoring - 5

Destructive

Sabotaging - 10

Encouraging participation early in your meeting can build momentum. By enrolling your meeting or webinar attendees in fun activities and exercises, you can create genuine connection through a virtual call.

You want to be sure that the time you spend in a meeting is focused on achieving a stated outcome, and not wrestling with the tech or begging for attention.

Spend 4 workshops with me in the Zoom Host Intensive, and I'll make sure every meeting you schedule in the future is more effective, fun, and worthwhile.

## ***Who Is This Program For?***

- **Teachers** leading a class of students
- **Coaches** facilitating virtual groups
- **Speakers** presenting to a remote audience
- **Managers** leading distributed teams

## ***This Program Contains:***

- Four live 90-minute training sessions demonstrating exercises, tech, and questions
- 30 minutes instruction, 30 minutes hands-on learning, 30 minutes discussion
- Lists of exercises you can practice and use in your own meetings
- Feedback on your delivery, plans, and strategies
- Community of other Zoom hosts providing you feedback and encouragement



*“Caelan is a talented digital marketer who is always in beast mode - always zoned in, every pixel, every letter, every plugin, every line. He will help you discover the online success you've been hunting for.”*

***- Andy Horner, CEO, Outstand***

**Completion of this program provides 1 CEU and awards you the Virtual Facilitator Certification**



# About Caelan Huntress

I help entrepreneurs make more money in less time by setting up smart marketing systems.

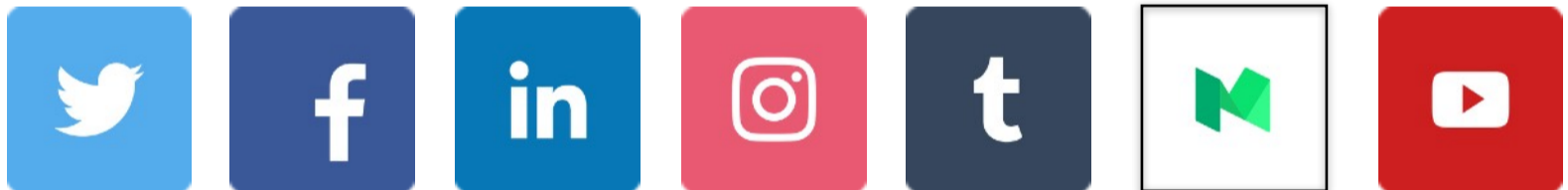
As a speaker, trainer, and author, I always think about attention. I started my career as an acrobat in the circus juggling flaming torches, so gaining and maintaining attention is how I ply my trade.

For the past ten years I've been a marketing strategist, working as a website designer, video producer, sales trainer, and conversion copywriter. I've worked with hundreds of entrepreneurs on their marketing systems, their business models, and their sales funnels.



My **keynote topics** include marketing, sales, accessibility, and digital technology. In addition to my **training programs**, I offer 3-month **coaching packages**, as well as ongoing consulting packages for a select number of clients each year.

You can read my case studies at [\*\*https://stellarplatforms.com/case-studies/\*\*](https://stellarplatforms.com/case-studies/), find my writing at [\*\*https://caelanhuntress.com/\*\*](https://caelanhuntress.com/), or follow me on social media at:



For the Virtual Facilitator Certification go to  
[\*\*https://ZoomHostIntensive.com\*\*](https://ZoomHostIntensive.com)

## ***Keynote Speaking and Virtual Training***



### ***Topics Include:***

- ◆ The Power of Play in Virtual Meetings
- ◆ Making Virtual Meetings Accessible
- ◆ 10 Fun Games to Play on Zoom
- ◆ Mapping the Customer Journey of the Hero
- ◆ Questions That Collect Referrals And Testimonials
- ◆ Research Your Competition For Fun & Profit
- ◆ Automate Your Lead Generation With A Lead Magnet
- ◆ Low-Tech Sales Pipelines That Get Results
- ◆ How To Turn Email Subscribers Into Buyers
- ◆ Get More Done with Productivity Systems



*"Caelan's presentation was unique, practical, and engaging. He had great command of the material, and from a performance perspective, he connected strongly with the audience. Bottom line: the attendees said this was one of the best presentations of the event."*

***Mike Rayburn, CSP, Hall of Fame Speaker***

*Co-chair, National Speakers Association annual conference 2019*

Go to <https://caelanhuntress.com/speaking> to learn more