

# Event overview

## George Floyd in America: Questioning the Role of the Police

Streamyard link for participants: <https://streamyard.com/utvs9f8aag>

## List of participants

### Off-screen

- Mel Mills - phone - mel.mills@wayne.edu (Behind the Scenes)
- Shannon Tucker - Operator

### On-screen

- Ollie Johnson - phone - email (Moderator)
  - Peter Hammer - 734-255-3056 phammer@wayne.edu (Moderator)
  - PG Watkins - phone - pswatkins10@gmail.com (Participant)
  - Eric Williams- phone - ewilliams@detroitjustice.org (Participant)
- 

## Run of Show – 12 p.m. start

- 11:50 a.m. - Operator starts StreamYard & welcomes participants (tech issues resolved)
  - Everyone adds their “Lower third” name
- 11:59 - Operator starts the countdown to live
- Noon - Operator clicks the “Go live” button
- Noon - Moderator welcomes everyone to the chat
  - Moderators Introduce themselves
  - Moderator tells the audience how they can ask questions
  - Starts the round of introductions of panelists
- 12:05 - Moderator introduces series, theme or topic (What is George Floyd in America?)
- **12:10 - Moderator introduces Eric Williams and PG Watkins**
  - PG Watkins introduction:
  - Eric Williams introduction:
- 12:30 - Take initial questions from live chat

# Event overview

## George Floyd in America: Questioning the Role of the Police

- 12:50 - Last question asked
- 12:55 - Moderator thanks everyone for coming
- 1:00 - **"Join us next week at the same time for a talkback session in response to today's event. Spots are limited for this interactive program, so register early and learn more at [go.wayne.edu/talkback2](https://go.wayne.edu/talkback2)."**
- 1:02 - Operator clicks the stop button to stop recording

## Flow of the event (after intros)

- Behind the Scenes will add live questions in all caps to the private chat
- Moderator will delegate a participant to answer the question
- If the participant wants to have someone else jump in, they will hand the question over to that person
- Since time is very limited, the moderator will cut you off or wrap up the question if it is going too long
- It is the moderator's responsibility to ensure the event is running on time

# Event overview

George Floyd in America: Questioning the Role of the Police

## Marketing Team to-dos

- [✓] Events calendar link:  
<https://events.wayne.edu/2020/07/30/george-floyd-in-america-questioning-the-role-of-the-police-86401/>
- [✓] RSVP form set up with a field to ask for questions
- [✓] Event listed on [wayne.edu/live](https://wayne.edu/live)
- [✓] Scheduled in StreamYard
- [ ] Scheduled video embed on wayne.edu/live
- [✓] Scheduled chat, if needed, on wayne.edu/live
- [✓] List of participants identified
- [✓] Moderator identified
- [✓] Operator identified (Can be from Web or the unit)
- [ ] Initial set of questions listed below
- [✓] Tech check scheduled

## Tips for participants

- Determine a signal or word so panelists don't all jump in answering the question. Once the question is asked, the moderator will call on one of the panelists to answer.
- Use headphones with a mic
- For moderators and participants: Don't sit with your back to a window or light source

## URLs

- [go.wayne.edu/gfia1](https://go.wayne.edu/gfia1)
- [go.wayne.edu/gfia3](https://go.wayne.edu/gfia3)
- [go.wayne.edu/talkback](https://go.wayne.edu/talkback)
- [go.wayne.edu/talkback2](https://go.wayne.edu/talkback2)