UKRAINIAN CANADIAN STUDENTS' UNION
СОЮЗ УКРАЇНСЬКОГО СТУДЕНТСТВА КАНАДИ
UNION DES ÉTUDIANTS UKRAINIENS CANADIENS

A GUIDEBOOK TO HOSTING YOUR USO'S VIRTUAL MEET & GREET/GAMES NIGHT
Part of the USO Toolkit Event Series

In response to the ongoing COVID-19 pandemic, SUSK has created an extension to the pre-existing USO toolkit of events. The COVID-19 toolkit is designed to provide member USO's with the appropriate resources to adapt their programming and events to comply with the current COVID-19 health and safety standards. You can stay up to date with what regulations apply to you [here](#).

In this document, you will find information on how to successfully implement a virtual Meet & Greet and/or Games Night. This guidebook is divided into **"phases."** These phases divide the responsibilities required to participate in this event over time to encourage USO's to stay organized and manage their time effectively.

OBJECTIVES
The key objectives of the proposed event are:
- To facilitate networking and club member growth
- To enjoy some time off school or work
- To meet new people and make friends!

Phase 1: *Schedule a Meeting and Set Goals (3 weeks before event)*
Determine the following:
- **Target Audience**
  - Who do you want to attend? Primarily students at your USO, students from the whole University, students from USOs across Canada, Ukrainians in your region, anyone?
  - Make sure to advertise in the best spots to reach the most people - especially social media! Instagram and Facebook seem to be the best for this type of event.

- **Date and Time**
  - Choosing a date for your Meet & Greet and/or Games Night is quite simple!
    - Make a Doodle Poll to ensure the Meet & Greet is on a day that the most exec members can attend.
    - Ensure that there are no other events and activities taking place at the same time that would interfere with your event.
    - Be wary of school holidays, religious holidays, and exam/midterm periods.

- Once a date is agreed upon, make sure that your planning committee is available to avoid any foreseeable conflicts.
    - ○ Consider planning the Meet & Greet around dinner hours (before or after)
        - Be aware that some people might not be able to attend if it is too early or if it's during dinner time.

- **Platform**
    - ○ If you are mostly going to be having conversations and doing an FAQ: Zoom, Google Meets, Google Teams, or any other group calling system works great! Games nights can also be hosted on these platforms!
    - ○ OUSC had their first game night on Zoom, where they hosted a Jeopardy Game (it was a hit!).
        - ■ Please email osucweb@gmail.com if you'd like to use their version of Ukrainian Jeopardy.
    - ○ The second time, they used Mixr, which allows for an unlimited amount of people, but only 8 people can play the same game at the same time
        - ■ The best part about Mixr is that it involves almost no planning (all the games are prepared and FREE)
        - ■ There can be a few technical difficulties, but once you figure out the system, it's SO worth it!
        - ■ It's a pretty self-explanatory platform, but if you ever need some advice on how to run it, email external@susk.ca
- **Schedule**
    - ○ It would be very helpful to plan a schedule of who will be introducing themselves, what icebreakers you will play and when, which game are followed by which, or at least delegate 1 person to make these decisions throughout the night to make sure things run smoothly.

Phase 2: *Advertise your Meet & Greet (1-2 weeks before event)*
Consider appointing one member of your executive to take the lead on advertising (VP Media) and another to set up the administrative side of things (VP Logistics).
1) VP Logistics: administrative work (setting up the meeting, choosing the platform, making sure to have a backup platform)
2) VP Media: Making a poster to share on various social media platforms (Canva and Piktochart are great for making easy but aesthetic posters), make a Facebook event.
3) Anyone: Advertise through email or WhatsApp (if you have an audience there)

Phase 3: *Find Volunteers (a few days before event)*

- It is helpful to have one person running the event, with a couple of others who know the platform and can guide the dialogue or the games
- If anyone in the community is interested in helping, we would recommend it! Some people really have a talent for explaining board games or leading a Jeopardy game. This also allows you to recruit new members!

Phase 4: *Execution*

- **Set-up**
  - Make sure those helping out and any executive members arrive 30 min prior to the time you would plan to start to make sure you are all on the same page.
  - Encourage everyone attending to wear earphones and mute their microphones when not speaking
  - In Mixr, there is an option to play background music for everyone through the website (we recommend some low-fi beats or chill ukie music, it helps fill awkward silences)
- **Have fun**
  - Engage with students and spread the word about other awesome events your USO will be holding
  - Update social media with your attendees, pictures, and updates on the games you will play or are currently playing

Phase 5: *After The Event (1 day after event)*

- **Publicity & Promotions**
  - Write a press release and collect any articles and pictures. Circulate these files to all key contacts, including SUSK (projects@susk.ca)
- **Finance**
  - o Thank event sponsors (if applicable) and send them any articles or photographs highlighting the event's success