Hosting a Virtual Game Night

Host:

- You will an overall host to kick off the event and welcome everyone.
- If you have more than one game room each one will need to have a moderator.
  - For game night it is the role of the moderator to invite people to their “rooms” and select the games (in Houseparty the moderator must be on the mobile app).
  - The moderator will play the games and ensure that everyone has a turn and is engaged.
  - They will also keep track of the time and ensure that everyone returns to the “main room” if the Chapter decides to do a wrap-up/goodbye

Time:

- Plan on your game night starting between 6-8 p.m. in the time zone that the majority of your members are in.
- 30 minutes to an hour is the average length, but if the conversation is thriving you can let it go on for as long as everyone is comfortable.

Size:

- You can have up to 4-8 attendees (8 is the maximum number of people you can have a Houseparty room).

Pre-Event:

- Set-up your meeting in the platform of your choice.
  - If you want to have opening comments and a welcome you will need to use something other than Houseparty, as you can only have 8 people in a Houseparty room at one time.
  - For CFMA’s Game Night we used two platforms. Zoom for the large group welcome and wrap up and Houseparty for gameplay.
    - If you use Zoom we recommend that it has registration enabled, so you can generate a registration report.
- If you want attendees to be able to select from several game options send them a survey so they can select what they want to play (see below for sample email).
- Start promoting up to three weeks prior, send a calendar invite so it is added to your member’s calendars so they don’t forget.
- Send an email reminder the day before to non-attendees
- Send an email the day of to attendees with a link to their Houseparty moderator’s page so they know what group to go to for gameplay.
During the Event:

- Host welcomes everyone, Chapter announcement/housekeeping, and what to expect.
  - Do a brief tutorial of how to play the games.
- Take a “group screenshot or screenshots” (if there are multiple pages) of attendees.
  - Tell everyone to smile so they are prepared
- After the welcome have everyone breakup into their groups.
  - We are assigning groups based off of the survey results.
  - Once in the group have everyone introduce themselves
- Let attendees play the games for the allotted time.
- Encourage attendees to take screenshots/photos during the gameplay to share on social media.
- Once game time is over if you choose to have a wrap up the moderator should instruct everyone to go back to the Zoom meeting.
- End on a high note
  - Share date of next event
  - Cheers everyone goodbye

Post Event:

- Email those who attended and thank them within 24 hours of the game night. Immediately after the game night concludes is ideal.
  - Reference your registration report or screenshot to know who to email.
  - Include the screenshot and encourage attendees to share on social media and @ your chapter, provide links to your chapter’s social media pages in the email.
- Include screenshot in the next invite, newsletter, and on social media

Sample Email

We are in the process of planning for Friday’s Virtual Game night training at 7 pm ET. If you plan on attending, please complete the following survey by Thursday, June 11 at 3 pm ET to select the game you will like to play and if you would like to be a moderator (if you would like to be a moderator have your Houseparty account setup as we will be asking you for a link to your profile).
https://www.surveymonkey.com/r/cfmagamenight

On Thursday we will be sending the moderators a list of people they will need to connect with for their rooms during the gameplay portion of the evening. On Friday attendees will receive a link to their moderator’s profile so they know where to go during gameplay.

Please note, we will be kicking off and ending the evening on Zoom, but the gameplay will happen on Houseparty. Prior to Friday please create your account and download the app https://houseparty.com/. There are a few games that can only be played on the mobile Houseparty app (Chips & Guac and Quick
Draw) so if you select those it is important that you have the app downloaded on your phone or tablet. Also, if you would like to be a moderator, you must use the mobile app, the game selection options are not available on the Google Chrome version.

Friday’s Agenda:

- Welcome and Overview on Zoom
- Breakup into Houseparty Rooms (reference the email we sent yesterday to know the room you are going to)
- Gameplay for 30 mins
- Q&A/Wrap Up on Zoom

How to guide for setting up Houseparty: https://www.theverge.com/2020/4/24/21231241/houseparty-video-chat-call-group-account-set-up-how-to