1. Before meeting ZOOM HOST will:

o Set up meeting and copy ZOOM link information.

o Send link information to the mailing list.

o Send Invitation to XXX XXX for posting at XXXXXXXXXXXXX.XXX.

o Send reminder of meeting a week before, and the day of, the meeting.

o Post meeting to selected groups, listservs and Facebook pages

o Add contact information for new group members and copy additions to Emcee.

o Send completed WVSG meeting agenda to Emcee and Timer.

o Set up screens for meeting: Intro page, host's email page to catch members who have lost the link, ZOOM screen for polls if necessary.

2. Before Meeting VSG Emcee will:

o Receive and collect requests from tellers for reserved storytelling slots.

o Confirm reservation with each teller. How much time to schedule for each?

o Develop list of "In the Wings" tellers for open spots at end of meeting

o Add contact information for new group members and copy contact list additions to ZOOM Host for reminders.

o Share agenda of tellers with ZOOM Host and Timer.

3. During Meeting ZOOM Host will:

o Monitor chat screen.

o Post Facebook and other links on chat screen.

o Post Host and Emcee emails to the chat screen.

o Pull up polls if required.

4. During Meeting WVSG Timer will:

o Monitor tellers' time

o Give 1-min, 2-min and final warnings to tellers.

5. During Meeting WVSG Emcee will:

o Open meeting and "share" Intro Screen for gathering participants.

o Open the meeting, greet Participants and answer any immediate questions.

o Announce challenge topic for the meeting: Darkness & Light

o Call on tellers with reserved spots.

o Call on commenters who have raised their hands for feedback.

o Call on tellers with "In the Wings" spots.

6. WVSG Emcee Script

o Welcome

o Today we will be recording the meeting and making the recording available privately to all of you for whom we have an email address. If we do not have your email address, please contact us. (Make sure that the hosts' email addresses are posted onto the chat screen.)

- Any tales our members tell are exclusively their creative property. If you, as an audience member, hear a story version that you would like to tell, please contact the teller directly for permission.
- Click to open your "Chat" button at the bottom of your ZOOM screen.
- Please raise your hand if you have a comment that you would like to share as feedback to a storyteller. The WVSG Emcee will call on you. If we do not have time for your comment, please go to the WVSG Facebook group and post your comment there. Tellers, please check the group page for feedback. (Make sure that the Facebook Group link is posted on the Chat screen).
- Tellers typically reserve a story slot a week or so ahead of time. Usually, the stories are approximately 10 minutes. Please practice and time your story ahead of time so that you can tell us your estimated time. The WVSG Emcee will contact you to confirm the length of your story so that we can schedule our meeting properly. You will be given one-minute and two-minute warnings before the end of your time frame. This is for your information only.
- If you have a longer story that you wish to tell we can schedule that with some advance notice. Please email the host or emcee. (Remind participants that the emails are posted on the chat screen.)

End of meeting WVSG Emcee Script:
- The next meeting will be __Thursday, July 4th, (8:30-10:00 (NYtime)___ The challenge topic for that meeting is _Community_ (You are not required to address the challenge topic in your story.)

- The following meeting will be _____Sunday, July 21st, 12:00 -1:30 PM (NYtime)_ The challenge topic for that meeting is _Out of Control_ (You are not required to address the challenge topic in your story.)
- If you wish to be added to the email list, or to request a story slot for either of these meetings, please contact XXXX or XXXX to be added to the reminder list. (Make sure that the emails are posted to the chat screen).
- Thank You, Tellers and Audience alike