

Virtual Assembly Tips

from Gresham High School



This one page guide shows how we at GHS created our virtual assemblies.
You can view examples on the [Gresham Leadership Youtube Page](https://www.youtube.com/channel/UCHZ29FaHCLNwDH6Thn8AAtg).
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- 1. Goal Setting** – We started our planning process by laying out what we wanted to achieve. We didn't want to just create a video, we wanted to engage our students, make them feel connected to GHS, and entertain them along the way. And, as we got down the road, provide a place where information could be dispersed as needed.
- 2. Content Providers** – We knew we were not going to be able to provide all the content necessary for the assemblies, especially if there were multiple editions, so we started creating a list of possible groups or people in our school that could get us a few minutes of content. For us, the list included the dance team, the choir, the theater department, club presidents, athletics, etc. We wanted to also focus on groups that had their seasons or experiences cut short by closures.
- 3. Outline Creation** – We set a time limit for the edition (10ish minutes) and then started to lay out what would be featured in our show, including time for our emcees to explain what was coming up next. We also put some ideas in our reserves in case some groups couldn't get us the content we needed. For example, if we planned on having the dance team but then they couldn't get video right away, we were prepared because we had someone from the choir ready to sing a solo from one of our songs.
- 4. Team Creation** – At this point, we started to reach out to individuals (both in our class and in the school as a whole), and groups to get video and also get folks who wanted to be emcees. We wanted to make sure that the faces our viewers saw were not just the same leadership kids at our school but kids who represent different groups on campus.
 - a. It was important that when we reached out to different folks that we gave them a firm deadline to be included in this assembly. We found it can be difficult to get video from people and giving them a deadline helped.
- 5. Video Creation** – We had one kid in charge of creation, thus keeping it from being a “death by committee” situation. She gave herself a deadline and worked to get it put together by then. She then posted it to YouTube on private and turned comments off.
- 6. Publicity** – Before sending out the assembly to the public, the activities director and the principal gave approval. Once approved, our editor moved the video from private to public on YouTube. Then we sent it out to all students via email, posted on our social media, put it on our website, and encouraged all of our leadership students to share it on their personal social media.

Other Key Tips:

1. Use horizontal video
2. Give deadlines
3. Get lots of people involved

[Check out OASC's
Video Tips](http://oasc.org/?p=6024)
(<http://oasc.org/?p=6024>)

Content Provided by Ty Gonrowski, Gresham High School



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