

Converting to a Hybrid Club

EXERCISE #1

Club Goal for Being Hybrid

Why does your club want to become a hybrid club? Do you want to allow members to visit remotely? Or do you want to attract remote-only members to join your club?

CLUB GOALS

LAUNCH DATE	PRACTICE DATE

EXERCISE #2

Club Skills Inventory

List which members have technology skills and which skills they are **already** comfortable with.

MEMBER	TECH SKILLS

Example Skills: Using Zoom, using smartphones, using computers, cabling devices together, using the internet, great at PowerPoint

EXERCISE #3

Club Equipment Inventory

List what equipment is already available to the club for use on a regular basis and who owns it (or if it can be donated to the club).

MEMBER	EQUIPMENT

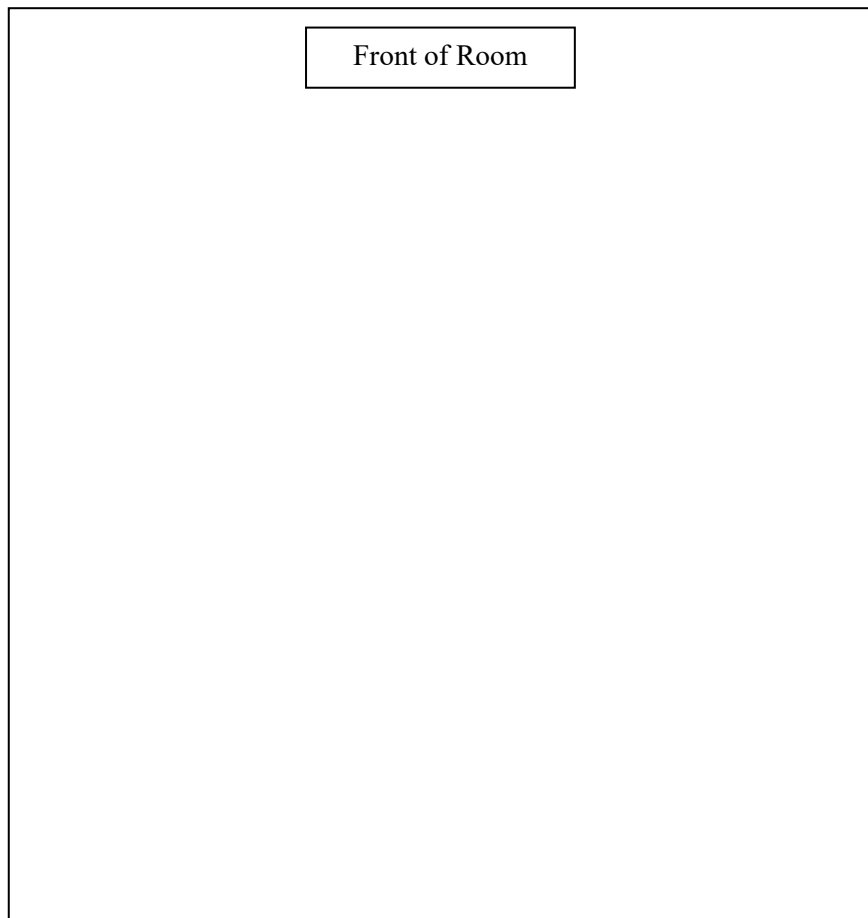
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Sample Equipment List: Smartphones, laptop, tripods, projector, screen, microphones, member's paid Zoom account

EXERCISE #4

Room Layout

Diagram your room layout below for discussion on camera placement and Tech Master seating.



EXERCISE #5

Room Video Capture

Two or three well placed member smartphones (fully charged), connected to WIFI to Zoom is the easiest method to capture video. Attach to either floor or table top tripods. (Mute them!)

ITEM

BUDGET

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EXERCISE #6

Room Display

In-Room people need to be able to see remote visitors. You will need to find a way to display the Zoom meeting on the wall or large TV. Your meeting room may already accommodate displaying PowerPoint presentations, you can piggy-back on this method.

ITEM	BUDGET

EXERCISE #7

Audio – Going Out

Online people need to be able to hear what is going on in the room. How does you club plan to capture this audio?

ITEM	BUDGET

Sample Equipment List: Microphones, dedicated smartphones, Jabra 510

EXERCISE #8

Audio – Coming In

In-Room people will need to be able to hear what the online people are saying. What form of speakers will you be using? (hint: TV's have speakers built in!) Caution: be careful of reverb (good W.O.D.!!)

ITEM	BUDGET

Sample Equipment List: External laptop speakers, in-room PA system, TV speakers, speakerphone

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EXERCISE #9

Miscellaneous Equipment

ITEM	BUDGET

Sample Equipment List: Extension cords, Powerstrips, headphones for TechMaster, batteries for microphones

EXERCISE #10

Back-Up Plan

Your room **will** break! You will need to have **another** location ready to meet in.

LOCATION	BUDGET

Sample: Nearby Panera Bread or Starbucks

Resources

The Order of Smedley www.theorderofsmedley.org

Laurean Callander laurean@redpalmmarketing.com (727) 460-9485

The Order of Smedley Room Layout and Camera Angles

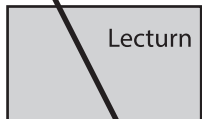
4 - Front view of audience right (so remote can see expressions)

2 - Front view of audience to left

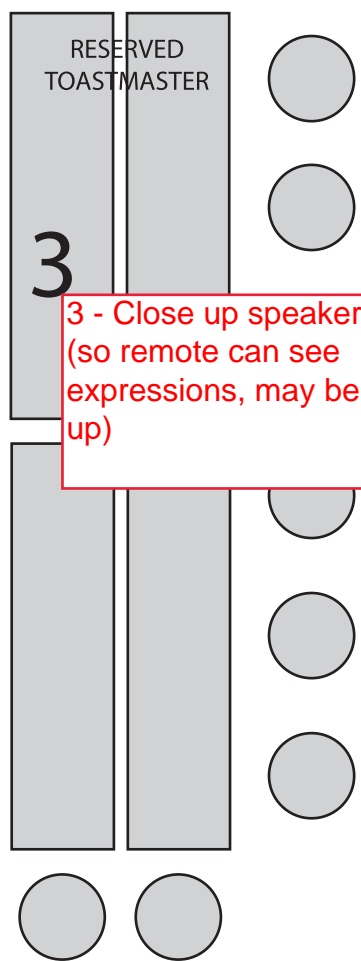
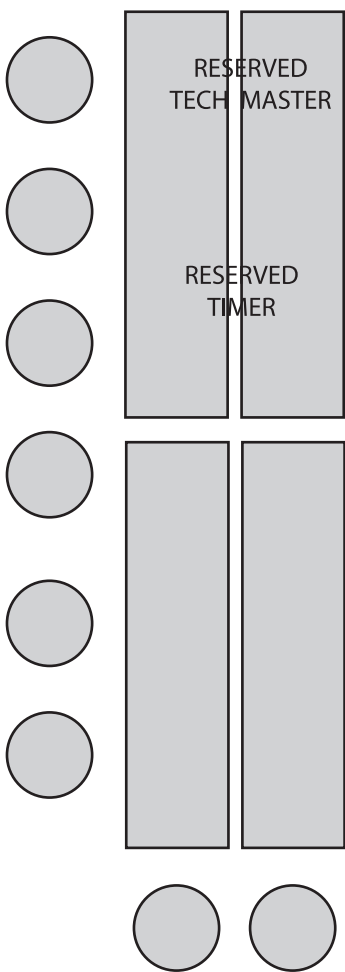
4

Front

2



Speaker Area



(remove all inside chairs and push to back wall)

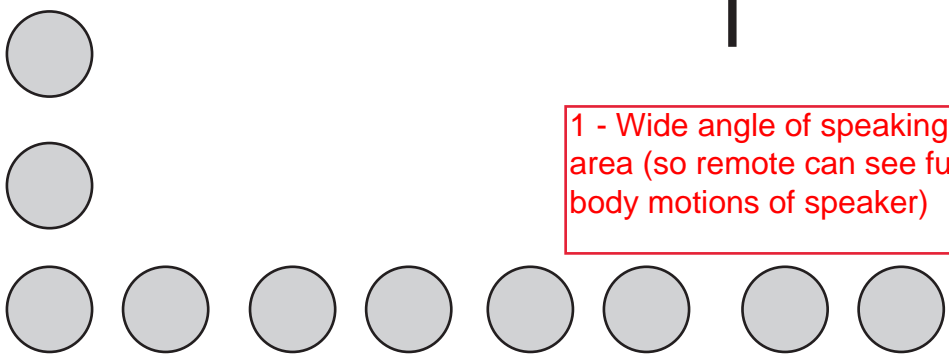
Note: Inside chairs are removed so video doesn't get backs of people, nor in the way of camera #1

3 - Close up speaker view (so remote can see expressions, may be waist up)

1

1 - Wide angle of speaking area (so remote can see full body motions of speaker)

ENTRANCE >>



TV