

**Virtual Event Guide
2020**

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EVENT PLANNING

Although most of us are no longer in the office, there are still many fun ways to hold events online! And now, more than ever, reaching remote or telework employees is essential in hosting an event.

Proper organization of a campaign event can make a world of difference in the results. Events are a way for employees to learn about charities, involve people, add fun and keep the campaign message fresh. If you have a campaign theme, tie it into your events.

Allow participation in events for those who have already made a payroll deduction pledge (using the honor system). On-going pledges are better for the charities than one-time gifts because they allow charities to strategically plan.

Some other questions to consider:

- *What is the purpose of holding this event?*
- *How will you allow your colleagues to participate in your events? Allowing employees to participate by showing a copy of their pledge, based on the honor system, is a great way to support the charities and have a fun event.*
- *How can I promote this event?*
- *How many employees am I expecting to attend?*
- *What is the best way to engage my coworkers?*
- *Who can help me organize the event?*

Note: An event doesn't have to be a large undertaking; it just needs to be an activity. A kickoff-type event doesn't have to be a large agency-wide activity. You can make brief presentations and have some fun related to the campaign at regular staff meetings. Talk about why there is a campaign, how the campaign operates, how employees' contributions help build stronger and healthier communities, and how money can be directed to the charities of each worker's choice.

- Increase participation in the campaign.
- Give employees opportunities to learn about the CCC.
- Motivate campaign workers.
- Increase donations for charities.
- Boost morale in your workplace.
- Make you (the organizer) look like a rock star to your leadership!

PRIZES

The CCC has some access to charity give-a-ways. Contact our office for information.

Examples of prizes may include:

- Opportunities for lunch
- Special parking space
- Gifts of minimal financial value (charity give-a-ways)

EVENTS THAT ARE BEST DONE IN ONLINE MEETINGS:

Request a charity presentation:

Invite a charity representative or CCC Representative to give a brief talk or to give an impact speech at a staff meeting or event. The charities have a chance to highlight their special programs, and the employees have a chance to ask questions. You also could host a virtual charity fair/tabling event where participating federations are “present” over the lunch hour and employees can ask questions and get to know each federation more.

“Can You Hear Me Now?”:

To play, name one person as the Describer and the other players as Artists. The Describer must explain to the Artists how to draw an item like a sunflower, kite, or calculator using only geometric terms. For example, you could say “draw a large square” and then “add a line at a 45-degree angle from the top”, but not “draw the letter E.” Three minutes is usually enough. At the end of each round, the Describer gets one point for each Artist that guesses the object correctly, and each Artist that guesses correctly also gets one point. Tally up points and pick a winner.

Cook Along:

Know a great cook? Set up an online meeting, send participants an ingredient and required materials list for a fun recipe one week ahead of the event. Have the chef demonstrate how to

cook the dish like someone might on a cooking show. You could also pre-record the demonstration for people to view on their own time.

Themed Meeting Attire:

Suggest employees come to the next staff meeting or department meeting dressed in a theme. Example: Silly Hat Day, Outrageous Sock Day, Sports Team Day, Clash Outfit Day, etc. Employees in attendance who adhere to the dress theme could be eligible for an incentive prize.

Electronic kick-off with leadership endorsement:

Host a video conference call and invite employees to share stories and/or to wear something that aligns with the campaign theme. Then go over the campaign and all the must-know points.

Halloween costume Competition:

Best family costumes, Best movie character, Best DIY costume etc.

Lunch or Happy Hour:

Although participants would need to bring their own food and drinks, many of us are still craving any chance to socialize. You could also invite a charity representative to speak or host a discussion about issues facing local charities today (often called a “lunch and learn”).

“Nailed it!” competition:

Participants try their best to make a complicated recipe and submit photos. The winner could be the participant who did the best...or the worst.



Remote Work and/or Conference Call Bingo:

Have participants create their own bingo card and place items wherever they choose before beginning. Choose what you want for each square, call them out and have participants place them wherever they choose on their board. There is a sample card at the end of this document. Google “blank bingo cards” to make your own!

Shelter in Place Videos or Photos:

Solicit funny quarantine videos or photos from employees. Allow people to vote for the one they think is the funniest!

Spelling Bee:

Hold a spelling bee. Nonparticipants and people who are eliminated have to turn off their video until there is one person standing.

Talent Show:

Hold a talent show! Make it extra fun by requiring participants to stay under 2 minutes.

Trivia:

Trivia Mafia has kindly provided two trivia games to play at home here:

<https://www.triviamafia.com/fromadistance>. Scroll down to “Trivia downloads”. Consider including some trivia information about the charities or cause areas!

Virtual concert:

Host an online concert with a local artist or band and tell employees that anyone who has pledged already is invited.

Virtual Yoga or Fitness Class:

Find a fitness instructor willing to donate his/her time and tell employees that anyone who has pledged already is invited.

Weirdest Quarantine Hobby:

Have participants “show and tell” their weirdest and/or most impressive time-killing activities they have started doing at home during quarantine.

Werewolf:

This popular party game can easily be made virtual and does not require any purchases. You can find the rules of the game here:

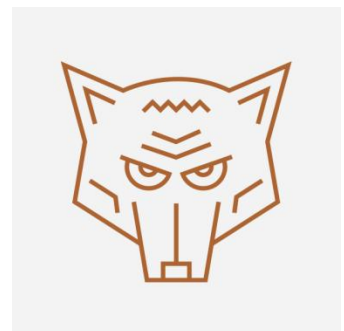
<https://www.playwerewolf.co/rules>. To play online, nominate one person as the narrator and then randomly distribute the following roles to players via private email:

Werewolf: a werewolf has two jobs: eat villagers and survive to eat more villagers.

Villagers: these are the common folks in the game who have no special powers, but desperately hope to survive the night.

Medic: the medic can save up to one villager each round.

Seer: a seer can peer into the depths of another player’s soul to reveal whether that player is a werewolf or not.



Hunter: when the hunter dies, the hunter can point a finger at any other player and take that person down with them.

For a game with five people, you should have 1 werewolf, 1 medic and 3 villagers. For each additional five people add 1 werewolf, 1 special role, and 3 villagers. The ratios are flexible, so can modify them to suit your needs.

ASYNCHRONOUS CONTESTS:

Cutest Pet Photo Contest:

Ask employees to submit a photo of their pet then compile them in a word document or PDF and have everyone vote on the best one. Winner gets a prize.

Guess the Refrigerator:

To play, everyone submits a photo of the inside of their refrigerator. That organizer then posts or emails the photos so all participants can study the contents and make best guesses at which refrigerator belongs to whom.

Handmade/Hand-decorated Facemasks:

Have a lot of creative people in your department? Have a contest for the most beautiful or creative facemask! Have them take pictures and then compile them in a word document or PDF that is sent out for people to vote on (or have participants model them in an online meeting). Consider donating the masks to local charities.

School Photo Contest:

Ask employees to submit an old school photo, old yearbook picture or baby picture. Compile them in a word document or PDF and have people guess the person in the picture. The person to get the most correct wins.

Shelter in Place Video/Photo Contest:

Ask employees to submit a video or photo of themselves or family “sheltering in place” and send out to the department to choose whose video/photo was the best. Winner gets a prize.

Typing Contest:

Use a free tool like [typingtest.com](https://www.typingtest.com) and have each of your team members do a one-minute challenge. Then, each person posts or turns in their test results.

Top Chef Competition:

Share recipes via Zoom during lunch one day or as a “happy hour” after work.

Virtual Scavenger Hunt:

A virtual scavenger hunt is a great way to reach most of your employees. You can combine the instructions below in an email that also has a line or two about the CCC. This would also promote more understanding of the kind of services the charities provide.

1. Anyone can play, but only one entry is allowed per week per person.
2. You will send five questions to answer to your colleagues each week on a Monday. You have until noon on Friday of that week to submit your answers. Those should be emailed to- XXX@XX.com
(Put in an email address here-you)
3. The person with the most correct answers will win. In the event of a tie, there will be a drawing among the correct entrants to determine a winner.
5. A winner will be announced each Friday afternoon.
6. You can only win once (sorry).
7. Please be prudent on your use of time with this fun event. Use break times for the hunt.
8. The winner will receive a 'special prize' or bragging rights!

Example questions

1. How many charities participate in the CCC?
2. What was *(charity name's)* last Facebook post?
3. Name one charity in the CCC.
4. What is *(a charity's)* complete address?
5. What is the *(charity name's)* vision statement?
6. When will the first deduction take place for your contribution?
7. Please list the total amount pledged by all employees in 2019.
8. What can a \$5 pledge to *(charity name)* provide to those in need?
9. List the complete website address where you go to make a pledge.

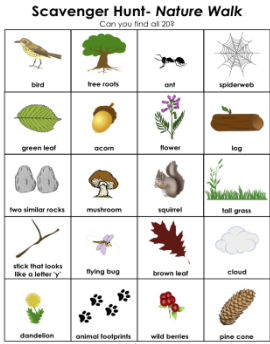
EVENTS THAT CAN BE DONE (MOSTLY) OFFLINE:

Nature Scavenger Hunt:

Give people an excuse to get away from their screens for a little bit and hold a nature scavenger hunt! You can play by honor system or have participants take pictures. Google “nature scavenger hunt” to find ideas about what to include on the hunt.

Virtual Walk Challenge:

Have employees take pictures of their activity trackers for steps while they are out walking--the person with the most steps by the end of the campaign wins!



OTHER IDEAS

A Taste of (your department/agency):

Solicit family recipes from employees in your department, compile them in a document and distribute it to anyone who says they made their pledge.

I Donated Stickers:








Create and distribute virtual “I gave” **campaign stickers** or online conference meeting backgrounds that employees can place in their meetings, email signatures, etc.

AT-HOME VOLUNTEER PROJECTS

We may not be able to do volunteer projects in person this year, but you still can do so virtually! Have your department take part in an at-home volunteer project together on Zoom, Microsoft Teams, Google Meet, etc. Everyone purchases their own materials and completes them together over a virtual meeting either over the lunch hour or as a “happy hour” after work. Then have everyone drop off their own items to a charity in need or designate one person to collect them and drop them off.



Remote Work Bingo

<p>Took a walking meeting via phone</p> 	<p>"Can you hear me?"</p>	<p>Joked about how long your "commute" is</p>	<p>Said "lol" and meant it</p> 	<p>Had a meeting interrupted by a pet or family member</p>
<p>Wore pajama bottoms to a video meeting</p>	<p>Spotted a pet in the background of a video meeting</p> 	<p>Did household chores on your lunch break</p>	<p>Drank a glass of water</p>	<p>Took a quick stroll to stretch your legs</p>
<p>Sent a gif to a co-worker</p> 	<p>Took a coffee break... or three</p>	<p>FREE SPACE</p>	<p>Did eye strain relief exercises</p>	<p>"Sorry, I was on mute."</p> 
<p>"Can everyone see my screen?"</p>	<p>Set up "working hours" #worklifebalance</p>	<p>Used an emoji in an email</p> 	<p>Installed a blue light blocker on your computer</p>	<p>Created a makeshift "standing desk"</p>
<p>Tried the Pomodoro technique</p>	<p>Did chair yoga</p>	<p>Worked from your back yard, porch, or balcony</p>	<p>Took a typing speed test... for fun</p>	<p>Created a workday playlist</p> 

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