

FACILITATOR CHECK LIST - ZOOM LC

1. **Open Zoom** (30 min prior to LC)
 - Check your own audio and video, and resolve any technical issues
2. **Open SpeakMichif.ca** website
3. **Waiting Room is Open / Visiting** (15 min prior to LC)
 - Be ready to greet and engage with participants
 - Encourage everyone to grab a beverage and snack if wanted
4. **Remind participants to:**
 - Close all **Unneeded Windows** on their devices
 - Select **GALLERY** view (Top Right Corner of Zoom window)
 - **MUTE** unless speaking (to avoid feedback & background noise)
5. **Determine speaking order** - Zoom Host rearranges participants' 'Thumbnail Videos' to match speaking order
 - Elders first (unless they are new), Facilitator always goes last
6. If Facilitator has the skills, select **SHARE SCREEN** & check off **SHARE SOUND** box, then click **SHARE**
 - Other wise, Zoom Host will do this
7. **Territorial Acknowledgement** - Display - Elder recites
8. **Opening Prayer** - Display - Elder recites
9. **New Participants** - Everyone introduces themselves
 - Display **UNIT 2 LESSON 1** and participants may attempt speaking Michif
10. **Record Participation**
11. **Language Lessons / Cultural Content**
12. **Break** (5 – 7 min)
13. **Language Lessons / Cultural Content**
14. **Debrief** (optional)
15. **Closing Prayer** - Display - Elder recites