

# Zoom Graduation How-To Guide

Limitations on travel and large gatherings in 2021 may extend into graduation season. A virtual or hybrid commencement ceremony allows for safe, socially distanced celebrations. Get ideas and tips for hosting a memorable graduation event for the class of 2021!



**The technical aspect of this event will be very important to guarantee the celebration goes perfectly. Use Zoom Video Webinars to:**

- Manage the audience experience
- Control who is seen/heard during the event
- Collect registration of graduates and guests who will be attending virtually
- Live stream to Facebook Live and Youtube so family and friends can be a part of the celebration

**Like hosting any online event or meeting, you will want to ensure each virtual speaker at the ceremony has the following:**

- Strong internet (we recommend a hard-wired connection)
- Clear audio - [Here's how to test your device audio](#)
- Quality video and lighting

**While having the proper technology to host the event certainly helps, the most important part is making the event special for your graduates. Below are some ideas on how to create an extraordinary graduation ceremony:**

- ⊕ Create a Virtual Yearbook Presentation where you can share the graduating class' photos, senior quotes, highlights from the year, and your school's culture.
- ⊕ Prior to the event, ask the graduates to share videos, photos, or gifs to compile an unforgettable send-off. Some fun ideas include:
  - Virtual Backgrounds with your school logo.
  - 5-10 second video recounting a great memory from attending the school.
  - A GIF of students moving their tassel or throwing their cap.
- ⊕ Share a #Graduation hashtag for students to share on social media.
- ⊕ Create a graduation event landing page with streaming information and add links to download customizable backgrounds, photo frames, and specialized graphics to share.
- ⊕ Allow families and friends to share messages that are highlighted during the ceremony.
- ⊕ Invite a memorable guest speaker to give a virtual commencement speech.

#### **For hybrid graduation ceremonies:**

- ⊕ Set up a screen on site with a Gallery View so in-person attendees can see all graduates celebrating virtually.
- ⊕ Set up camera feeds and microphones to capture in-person speakers as well as a wide shot of the graduating class so remote students can see a view of their classmates and hear speeches.
- ⊕ Spotlight virtual graduates on screen when it's time to receive their diploma. Send graduates their diploma early so they can hold it up when their name is called.
- ⊕ Consider sending virtual graduates a special keepsake and giving in-person graduates the same keepsake at the event to build connection and community.

For more ideas on how to host a memorable graduation event using Zoom Video Webinars, please visit our [support page](#) or register for a Zoom [webinar training](#).