

DataKind® [Chapter] [Month] [Year] Virtual DataJam: Run of Show

[Date] [Time]

[Venue]

Venue contact: [name & phone number]

[Event registration link]

Act I: SETTING THE SCENE

6:00 PM Core volunteers & Chapter Leaders arrive for setup.
Check the mic, laptop hook-up, PPTs if applicable, other AV
Set up break out rooms/sections for projects

Food arrives @6:45PM
Assign person to
 (1) Take photos - [name of person]
 (2) Tweet - [name of person]

6:30 PM **Doors open, mingling and eating.**
[name of person] greet & have people sign-in check-in table at the entrance

Act II: INTRODUCTIONS

7:00 PM **Welcome:** Hi! Thank you volunteers/orgs. What is DataKind, What is a DataJam: short history, how we work.

- Welcome volunteers ([name of person speaking])
- Intro to Datakind + Chapter Leaders ([name of person speaking])
- What is a DataJam? and Code of Conduct ([name of person speaking])
- Project Showcase ([name of person speaking])
- Schedule for the day, introduce project intros, breakout rooms/sections; ([name of person speaking])
- **Project Intros (5 mins max each):** Intro the projects & DAs

1. [Project 1 name]

- Partner Org Rep (What org does and the key data questions you are looking to answer): [name of person speaking]
- Data Ambassador (Describes work/tasks/skills and what we intend to accomplish at the DataJam): [name of person speaking]

2. [Project 2 name]

- Partner Org Rep (What org does and the key data questions you are looking to answer): [name of person speaking]
- Data Ambassador (Describes work/tasks/skills and what we intend to accomplish at the DataJam): [name of person speaking]

3. [Project 3 name]

- Partner Org Rep (What org does and the key data questions you are looking to answer): [name of person speaking]
- Data Ambassador (Describes work/tasks/skills and what we intend to accomplish at the DataJam): [name of person speaking]

4. Office Hours with Scoping Squad

- Are you here representing an organization that might want to partner with DataKind on a project? This is the breakout for you.
- Scopers: [names of scopers attending to support office hours]

7:30 PM **Split into groups:** group intros, work on project tasks, collaborate, and network

Act III: HANGING OUT/ WRAP-UP

8:45 PM **10 minute warning** (All, visit groups to warn)

8:55 PM Kick lingering folks out and begin cleanup
Lights out, doors locked

Contacts

Name	Email	Role/Project
[names of data ambassadors, project managers, core volunteers, and chapter leaders attending]		