

## 5 Questions to Ask Before Hosting a Hybrid Event

- 1. Delegation** — Does it make sense to have the planning committee split responsibilities to accommodate both virtual and in-person guests?
- 2. Tickets** — Should the ticket price be the same for online guests and in-person guests? Should the online ticket be discounted based on the amenities they will not receive?
- 3. Capacity** — Do you have the capacity and technology to support an unlimited number of virtual guests, or should there be a maximum number of tickets sold?
- 4. Gifts** — Is it feasible to send a token of appreciation to the virtual guests?
- 5. Event Execution** — If you are showing the virtual guests live feed will they be able to see it well? Will they be able to hear the audio? Would it be better if a member presented to the virtual guests separately?

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[Submit your event today!](#)

*As we continue to navigate through the COVID-19 pandemic your chapter may find it beneficial to host a hybrid philanthropy event. Before you begin looking at both the [Philanthropy Event Guide](#) and the [Virtual Philanthropy Event Guide](#). Both documents have information that will be vital to your event's success. Once you have gone through the documents go over the questions posted below with your team and find answers that make the most sense for your chapter.*