

GRADUATION INITIATIVE SYMPOSIUM OCT. 17–18, 2019



Three Simple Steps for Hosting a Viewing Party

A viewing party is a gathering of the CSU community to listen and engage in the annual Graduation Initiative 2025 Symposium. It is an opportunity to ignite discussion about the topics that drive Graduation Initiative 2025. The symposium features higher education leaders from across the country, and a viewing party is a professional development opportunity for everyone.

Below are three simple steps to keep in mind when planning a viewing party.

1. Consider the 5 W's.

- **Whom** will you invite? Is your viewing party for students, staff or campus leadership?
- **What** sessions will you watch? Which sessions are most relevant for your group? A review of the symposium agenda or the engagement guide can inform your decision.
- **Where** will you host your viewing party? Does it have a large screen, projector and enough seats for your group?
- **When** will you watch? Will you livestream the symposium or watch the recordings at a later time? Will you host a “working lunch” or transform your staff meeting into a viewing party?
- **Why** are you gathering a group? How does Graduation Initiative 2025 affect your roles and daily work? Do you have specific outcomes you'd like your viewing party to achieve?

The recorded sessions give you the flexibility to host a viewing party that works with your schedule.

Access the session recordings at calstate.edu/GraduationInitiative

2. Draft your agenda.

Focus the agenda on why you are hosting the viewing party and the sessions you have chosen to view. You may need to orient your guests as to what the symposium is and what they may learn from the session(s). A sample agenda is on the back.

3. Send your viewing party invitation.

Creating a calendar event will ensure that your guests save the date and time. Include all 5 W's on your invitation so your guests can fully engage.

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Host a Viewing Party

Use this worksheet as a guide to planning your viewing party.

Who will you invite?

What sessions will you watch?

Where will you host your viewing party?

When will you watch?

Why are you gathering a group?

Remember to include RSVP information.

Use this sample agenda as you plan your viewing party.

Graduation Initiative 2025 Symposium Viewing Party

Host: _____

Date & Time: _____

Location: _____

Welcome and introductions
(5 minutes)

Review goals of Graduation Initiative 2025 and the purpose of the symposium (10 minutes)

Watch first session (60 minutes)
[name of the first session]

Discuss key points (15-20 minutes)

Watch second session (60 minutes)
[name of the second session]

Discuss key points (15-20 minutes)

Thank you and closing remarks

Download the digital engagement guide to facilitate your discussion.

Access the guide at calstate.edu/GraduationInitiative