

#OklaEd Twitter Host Checklist

(with Hootsuite)

3+ Months Ahead

- Schedule chat day with [@coach57](#)

1+ Months Ahead

- Decide what topic you'd like to discuss
- Consider the time of year for your chat (back to school, testing season, etc.)
- Start researching and writing your questions in a Google Doc
- Revise your questions
- Consider how your questions will flow in order through the chat

1+ Weeks Ahead

- Ask a colleague to help you revise/reorder your questions in Google Docs
- Write a blog post promoting your chat
- Tweet about the upcoming topic
- Post to your Facebook page and/or relevant groups about your upcoming chat
- Create an image to promote your chat topic. You can use Photoshop, or a free online tool like [Pixlr.com](#).
- Create images for each question to post during the chat, or one image that has all the questions for people to peruse ahead of time.
- Download and setup Hootsuite if you don't already have it
 - Sync Hootsuite with your Twitter account
 - Add a stream (column) to follow #oklaed and your Scheduled messages

CHAT DAY! (Or earlier if you like to plan ahead)

- Make sure you add Q1, Q2 before each question in Google Docs
- Append each question with #oklaed
- Make sure each question is 140 characters or less
- Copy questions from Docs to Hootsuite Bulk Uploader spreadsheet. *NOTE: Does not work if you want to add images with a question. See below.*
 - Download the Bulk Message Uploader CSV spreadsheet file
 - Add your questions to the appropriate column
 - Edit the date in the first column.
 - Ask for introductions at 20:00
 - Start the questions at 20:05
 - Continue in 5 minute increments
 - If you need to add more than one question/message at the same time, you'll need to add at least one of them manually
- If you don't use the Bulk Uploader, begin scheduling your questions manually in Hootsuite
- Schedule an alarm for 7:30 p.m. on your phone. We'd hate for you to miss your chat!
- Make sure all your tech is plugged in.

During the chat

- I like to use nurph.com/OKLAed# to follow the chat because it automatically adds the #oklaed hashtag to my replies.
- I keep one tab open to my Twitter notifications page, so I can keep up with and reply to people replying to me.
- I will sometimes have a Google Hangouts or Twitter DM tab so I can chat with friends during the chat. They keep me sane.
- Personally reply to those tweeters who arrive late.
- Remember to add your own thoughts to the discussion.
- Retweet and favorite those comments that best answer the question being asked.

After the chat

- If [@watersenglish](#) is Storifying the chat, all you have to do is wait until she posts the link to the archive, then favorite and retweet it.
 - If not, you may need to Storify the chat, or find someone who can. Ask [@MrsBeck25](#) for help.
- Reply to those who thank you for a great chat.
- Write a blog post summarizing the chat, linking to the Storify, and sharing the tools and resources suggested in the chat.