



# Schedule a WEN Video Event

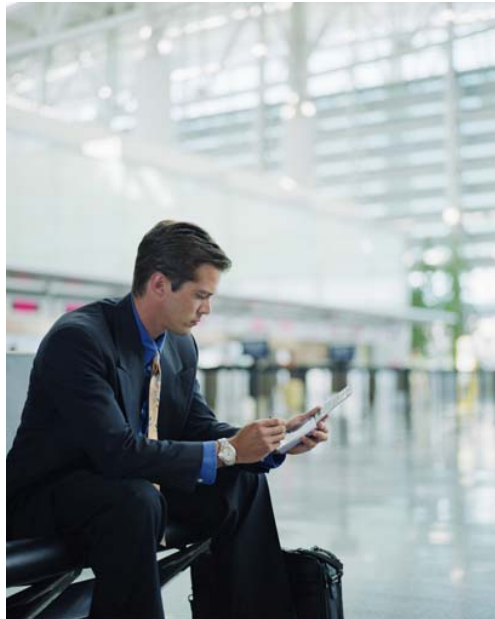
## HOW TO

### Easy Steps

- Choose your sites
- Check the Schedule
- Fill out the Request Form
- Await confirmation
- Notify your attendees

### *Please remember:*

*Your event is not scheduled until you receive confirmation from the WDE WEN Video Scheduler!*



Using the Wyoming Equality Video Network (WEN) can provide many benefits for education. The WEN Network was implemented to provide equal access to students in the state of Wyoming, however, it has grown and has been used in various ways. If you are interested in planning a WEN Video event, listed are some important tips to ensure your event is successful.

- When planning your event, check the online schedule and document your requested sites on the Request Form. Communicate your needs on this form to the Wyoming Department of Education (WDE) WEN Video Scheduler.

- Depending on the number of sites you have indicated on your form, the confirmation for the WEN Video event may take up to 14 business days. Be sure to submit your request in advance to allow for the amount of time needed to communicate with the WEN Video sites in the state and obtain approval from the sites. Due to local control, each site must approve the use of the equipment (even if the schedule indicates the site may be available during a given time).
- It is also important to submit the request forms early due to site availability or participation. It will take more communication time to find an alternate location if a requested site is not available.
- If you have an "Open Enrollment" request, you do not need to choose sites. This will allow those interested to attend as long as their site is available. The WDE WEN Video scheduler will send an announcement to all WEN Schedulers in the State, with your prior approval of the announcement.
- The event sites must be finalized 2 business days prior to the event for proper paperwork and connectivity procedure.
- The WEN Video Scheduler will communicate with you when the WEN Video sites are confirmed and reserved. At that time you may communicate those locations to the attendees of your event. To assist you, links to specific WEN Video addresses are posted on the WEN Video website.

### Coming Soon:

E-Request Form

Video Clips of Events

More How-To's

**WEN Video Website:** <http://www.k12.wy.us/wenvideo/index.html>

The WEN Video website contains important and helpful information about the WEN Video.

Resources Include:

- WEN Video Event Request (.doc)
- WEN Video Course Request and Application (.doc)
- Site Listing
- Estimated schedules
- How To's

- WDE Specific Forms
- Contact information
- WEN Video Governance Guidelines (**VCGC**)

The **VCGC Policy Guide** provides important information about the use of the WEN Video equipment, including the Priority of use, Fees for Government or Private entities, and discussing local control of the equipment and it's use.