Moderator Best Practices - Quick Start Guide

1. **Set up your moderator team**
   - Best practice is to have 2-4 moderators, with a host/facilitator, someone to bring audience members up and down from the stage, and someone to look out for potential disruptions to keep the room running smoothly.
   - Set up a back-channel via Instagram, LinkedIn Messenger, What's App, or another method outside of Clubhouse to set expectations ahead of the room and stay in contact with your co-moderators.

2. **Set your intentions for the room**
   - Will you have a fireside chat, expert panel, open discussion, or debate? Make sure your fellow moderators know what the flow of the room will be like.
   - Also make sure to communicate to your audience periodically in a room reset so they know what to expect.
   - More on room resets: After a specific period of time or if a lot of new attendees have joined your room, restate the topic of the room and why it matters, and who is part of your moderator team.

3. **Open your room on a high note**
   - Make sure your tone matches the energy of the room you are trying to create.
   - Spend a few minutes at the beginning welcoming people in and pinging people into the room who you think will enjoy the room topic, invite your audience to ping more people in as well.
   - Depending on the type of room, invite some audience members on stage to welcome them and start conversation while the room is getting underway.

4. **Keep consistent room times to grow your audience**
   - Schedule rooms up to a month in advance to give notice to those who follow you and the club.
   - Schedule your room(s) at the same time each day/week/month

Looking for more tips? Join as a TLB session leader for more in-depth moderator tips and weekly group coaching sessions.