

Live Video Streaming Solutions Checklist

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Product links and many more resources can be found at www.cathdal.org/livestream

Technology Gear Checklist

- Smartphone
- Tripod
- Tripod mount
- External mic
- Backup battery & cords
- WiFi hotspot
- External lens
- iPad / camera

Week of Event

- Make sure that you have access to streaming networks.
- Let Communications Director/ webmaster/social media manager know you're streaming.
- Let Pastor know you're streaming.
- Find out if all children at event have media releases.
- Talk to music director – Is the music licensed to livestream?
- Check your WiFi signal and do a test stream.
- Update your operating system and all phone apps.
- Coordinate your staff – who's doing what?
- Promote the event and the stream.
- Prepare event content strategy, and create text for content during broadcast.

Day of Event

- THE NIGHT BEFORE - Do an equipment inventory and charge all of your gear.
- Reserve your seat early and be aware of your surroundings.
- Set up early – don't wait until the last second to set up the stream and the tripod.
- Attach your backup battery to your phone before you start streaming.
- Turn your phone on "Do Not Disturb" and let friends and family know not to text you during the event.
- During the stream, make sure someone is monitoring and responding to comments.
- Check your surroundings before you leave to make sure you've packed all of your gear.