

Event Name:

Event Date:

Description/structure:

Location:

Address:

Contacts

Main Event Contact

Name:

Mobile:

Email:

Location IT Contact

Name:

Mobile:

Email:

Venue Contact

Name:

Mobile:

Email:

Sound Operator Contact

Name:

Mobile:

Email:

Times

Video Test:

Start Time:

Audio Test:

End Time:

Setup* Time:

**at least 2 hrs before*

URLs and Keys

Stream publishing point URL

rtmp://

Stream name:

Landing Page / Public Player URL

http://

Social Streaming keys

Facebook:

YouTube:

Periscope key:

Test internet connection, record speed test results:

Use a dedicated wired Ethernet connection. Avoid using a public Wi-Fi which can be unstable. Verify that the internet is not blocking streaming traffic and does not require a landing page (i.e. hotels). 4 Mbps upload speed or great

Equipment to bring and test

Audio: On-site amplification, mixing board, output type, audio to camera connections

Video: Camera, Live Stream encoder, Tripod

Other

To-do:

Notes: