

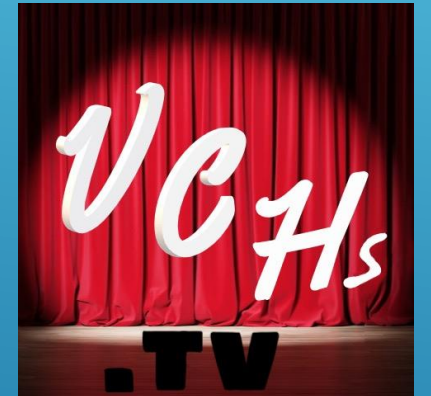
# PREPARE TO LIVE STREAM YOUR PERFORMANCE\*

Get your space/home/room ready for broadcasting

Secure your equipment

Day-of-event checklist

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- ▶ **Turn off** noise-making devices, including dishwashers, washing machines, TVs, etc.
- ▶ **Close** all windows and doors to the room.

- ▶ **Turn on** all lights in the room.
- ▶ All movable lights must be on the **opposite side** of the room from where you will be performing (behind the laptop)
- ▶ Make the background of your space **simple and uncluttered**
- ▶ **Block all direct light** coming from behind you with curtains/green screen/room dividers

YOUR ROOM MUST BE QUIET AND  
WELL LIT

- ▶ If there's anything in your frame you wouldn't want your niece/mother/grandmother to see, **please adjust accordingly!**
- ▶ Remove or hide all cables, humidifiers, unwanted pieces of décor, **present your space in a beautiful manner**

- ▶ Ensure the space is **closed off** to people and animals who are not part of the performance
- ▶ Try to not to have people or pets walking in the background and reflecting
- ▶ Check for possible reflections of unwanted items on windows, mirrors, glossy surfaces of your furniture or music instruments

**KEEP THINGS NEAT. THIS IS A PUBLIC BROADCAST.**

- ▶ Set up your camera/laptop in a fixed position on a surface which **will not move**.

- ▶ Position your laptop to resemble the view point of **an audience** in a physical performance space.

TREAT YOUR LAPTOP AS YOUR  
AUDIENCE

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- ▶ **Mark your space.** Affix stickers to the floor or to your furniture/mark with chalk ALL your positions
- ▶ **Mark positions** for all pieces of your equipment. Make sure you will not trip on cables!
- ▶ **Rehearse moving** within the boundaries of your frame. You don't want any "headless" bows during your performance!
- ▶ **Write down and refresh** your Producer's instructions about how to best move between your positions
- ▶ **Rehearse, rehearse, rehearse!**

# REHEARSE YOUR APPEARANCE

# DAY OF PERFORMANCE FINAL CHECK

Go through this checklist before logging into  
the Green Room

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▶ Room Setup

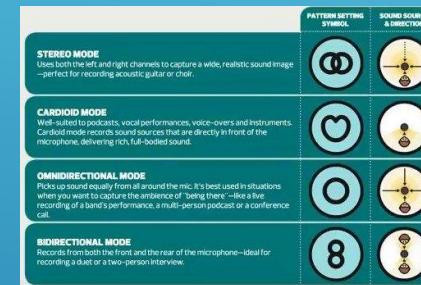
- ▶ Lights/Curtains. Position additional lighting behind the camera
- ▶ Furniture, loose objects, chairs, decorations (no distraction, keep it plain and clean). Hide all electrical cords.
- ▶ AC/Heating/appliances: turn off (no noise). Close doors and windows.

ROOM IS SET



CHECK!

- ▶ **Web Camera:** Check all settings to match the tech check set ups.
- ▶ **Microphone:** Location, follow the set up determined at tech check)
- ▶ Check **settings** to match those determined at tech check
- ▶ Microphone **mode** (use Cardioid unless instructed otherwise)



MIC AND CAMERA SET  CHECK!



- ▶ **Plugged** into Electrical Outlet
- ▶ **Connected** to Ethernet Cable
- ▶ **Connected** to Web Camera and Blue Yeti
- ▶ **Sound Settings** (Input and Output Configurations)
- ▶ **Check earphone/headphones** settings, make sure Bluetooth connection is stable. If using wired, keep wire from catching on objects

LAPTOP SET  CHECK!

- ▶ Use **Chrome** to Open Broadcast Studio log-in link provided by VCHS (follow live links to Green Room)
- ▶ **Configure** Broadcast Studio required entry audio/video setting
- ▶ **Enter** Broadcast Studio with your full name

BROWSER/LOG-IN SET  CHECK!

- ▶ **No one** walking/running/talking nearby
- ▶ **Unmute** laptop & microphone (Blue Yeti or other)
- ▶ Performance **focus** on audience (positioning, eye contact with web camera)
- ▶ **Turn off speaker**

FINAL CHECK!

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