

Webcast Operator's Checklist

Date: ___/___/___

Day before

- Upload agenda
- Upload slides
- Ensure link to website agenda
- Check attendance with Member Services & update speaker profiles
- Check seating plan & set out name holders
- Check that all camera pre-sets are on auto brightness
- Change lectern magnetic graphic
- Put out statement for Chair
- Test connection with Public-i
- Ensure 4 AA batteries in wall cupboard (2xlapel mic; 2x radio mic)

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On the day – 1 hour before

- Check: the lights are switched to maximum brightness
- Check: Shuttle PC on (If required: switch on projector. Put out wireless mouse/keyboard/presenter if needed) If using presenter, insert USB into Shuttle PC.
- Check: Radio Mic Controller/Lapel mic controller (if required)
- Check: Amp on (if required)
- Check: DVD Recorder on
- Check: VGA Converter on
- Switch on MIC Controller
- Check: Camera Switcher on
- Check: Sound Processor on
- Click Webcaster
- Click Public-i Messenger & test connection with Public-i
- Put blank DVD in recorder; check setting is DVD (not HDD) & LP
- Check with Member Services: attendance
- Check with Member Services: order of agenda
- Switch on *Webcast in progress* electronic signs

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On the day – during

DVD recorder: press start

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On the day – after

- DVD recorder: Stop recording
- Finalise+DVD (procedure in file)
- Switch off all above
- Switch off wireless/lapel MIC + wireless mouse/keyboard/presenter
- File DVD in Webcast archive box in HR & Business Support

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