



# LIVE STREAMING CHECKLIST

Dear Break Through with Media Summit Speakers:

**Creative Canvas Productions** has been hired to manage technical aspects of the Summit using a Restream Virtual Broadcast Studio. Bridget B Sullivan will serve as the technical producer/director for this event. She will be on-hand during all June 13<sup>th</sup> dry-run sessions as well.

The following checklist will help you have a successful live streaming session on your designated day and time. Please check each of these **prior to your arrival** into the Restream Virtual Broadcast Studio no matter the day or time:

- Plug your Computer, Laptop and all other Devices being used into an appropriate power source.
- Plug your Microphone and Camera into your live streaming device.
- Plug your Headphones or Headset into your live streaming device. If using wireless Earphones or Ear Buds, be sure they are fully charged and/or your Bluetooth setting is enabled. Be prepared to wear either of these during your session to help us reduce echo.
- Update your Browsers to the latest versions. Chrome or Firefox are best.
- Restart your device and check for Updates no less than one hour prior to logging into the Restream Virtual Broadcast Studio.
- Turn off Auto Update until after your session.
- Close all unnecessary Tabs and Programs.
- Use a Hi Speed Internet Connection and [Run a Speed Test here](#). The Upload Speed must be at least 12Mbps, best if it's 50MBPS.
- Use an Ethernet cable instead of WiFi.
- Re-Review your Camera & Microphone Privacy Settings (Set to On/Allow)
- Declutter your background. Don't use a virtual background. Don't wear anything with silver, including earrings, if you have a green screen setup.
- Have plenty of light on your face with NO LIGHTS behind you. If you wear glasses and you have a light source pointed directly at your face, consider using two light sources, one on each side of your face. This will eliminate most all light reflection on your glasses.
- Wear clothes in solid colors instead of patterns.
- Using a 2<sup>nd</sup> Monitor to share slides? Have the shareable screen ready before entering the Restream Broadcast Studio.



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## **Time To Shine**

Break Through with Media Summit Event Organizers will provide you with a Restream Broadcast Studio Link for June 13<sup>th</sup> and one for your designated presentation day (June 14<sup>th</sup>, 15<sup>th</sup>, or 16<sup>th</sup>). **Remember:** Chrome or Mozilla are the preferred Browsers, make sure they are updated to the latest version before pressing the link. Please do not use your mobile device as your presentation device. Computer or Laptop are preferred.

- Have a cup/glass of water or tea next to you, better for vocal cords.
- Use the provided Restream Broadcast Studio Link and **provide ACCESS** to your specific Microphone and Camera when asked.
- Enter your Name and Company the way you want it to appear on screen. Press Save.
  - Example: Bridget B Sullivan | Creative Canvas Productions
- You will be placed in the waiting room/backstage area. We can see you.
- We will use the PRIVATE CHAT feature while you're waiting if we are engaged with another speaker.
- While you wait, re-check your specific Camera and Microphone SETTINGS using the Gear Feature ⚙️ also known as SETTINGS Icon.
- Make sure your CAMERA is EYE LEVEL and you have good lighting on your face. No lights or clutter behind you.
- If you plan to Share Your 2<sup>nd</sup> Monitor, make sure you are ready with the specific screen/program you plan to share.
- The Host will introduce you. We will place you into the stream/ON SCREEN.
- Use the MICROPHONE ICON 🗣️ to UNMUTE and the CAMERA ICON 📹 to be seen. Look straight into the camera when presenting.
- Breathe and have fun sharing your wisdom.
- When you are finished with Q&A. The host will thank you and you may exit/leave the virtual stage.

At ***Creative Canvas Productions***, we're here to help you see your creative vision. You focus on delivering great content while we focus on the logistics and/or technical aspects of your in-person, virtual, and hybrid event.

We look forward to working with you during the **June 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup> Break Through with Media Summit.**