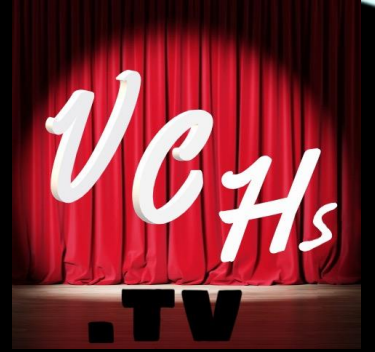


# Last minute prep checklist before going *LIVE* on Broadcast



## Please be prepared

- Log in from laptop/desktop using Chrome
- Close all background and running applications
- Close all browsers and other windows
- Turn off Fb and other notifications on your computer
- If you are able to connect with Ethernet, please do. If not, please disconnect all your other devices from your Wi-Fi network
- Turn off all fans, dishwashers, other noise-making devices and appliances; close doors and windows, and take care of everything else which can make unwanted noises
- If using external mic, set it away from your computer's internal fans
- If you have professional lights, have them ready. If not, please collect as many household lamps as possible, so we can help set up your appearance.
- Position your computer/camera with its back to any sources of bright light, to avoid blinding your camera.
- **LOCATE CHAT BUTTON AND KEEP CHAT OPEN**
- **DO NOT USE "FULL SCREEN" OPTION**
- **KEEP YOUR MICROPHONE AND CAMERA "ON" THROUGHOUT THE EVENT**



# PREPARE TO STREAM YOUR LIVE PERFORMANCE\*

Broadcasting/streaming technology

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# START WITH THESE

## Computer

- Modern Laptop or PC
- Mac laptop
- No phones



## Internet connection

- **Wired Ethernet is better**
- Standard Wi-Fi is ok
- No cell phones and/or mobile (LTE) connections



# IMPROVE WITH THIS EQUIPMENT

NOT REQUIRED, BUT HIGHLY RECOMMENDED

## Ethernet Cable

Your laptop **must** be connected to the Router using Ethernet cable



## External USB Streaming microphone

Any USB streaming mic is OK, our recommended ones are on a separate slide



## External USB webcam

Some modern laptops have built-in high definition cams.

If your built-in camera is not high-definition (720p resolution), you will need an external one.



# TEST YOUR INTERNET SPEED

- Test your Internet speed on the laptop which you plan to use for streams
- In order to stream through our system your tech capability to upload/download must be consistently above 4 on the scale of this particular tool
- <https://testmy.net/>



# WIRELESS EARBUDS OR HEADPHONES

To be able to talk/interact you will need an **ear device**

You can use a wired or a Bluetooth device.

Pair your earbuds ahead of your tech session

If using headphones, plug into USB

**Make sure the headphones are charged!**



# CONNECTING OPTIONAL EXTERNAL EQUIPMENT

NOT REQUIRED, **BUT HIGHLY RECOMMENDED**

## Computer to Router

**Router must be a wired type!**

Connect your laptop to your Router using Ethernet cable



## Camera to computer

Connect Camera to your laptop through USB port

Make sure your laptop is using the external camera, and **NOT the built-in one!**

## Microphone to computer

Connect Microphone to your laptop through USB port

Make sure your laptop is using the external camera, and **NOT the built-in one!**



# BUYING THIS EQUIPMENT IS NOT NECESSARY

These Microphones, Ethernet cables, adapters are on Amazon

- THRONMAX MDrill One Pro USB Microphone Jet Black Desktop M2P
- Blue Yeti X Professional Condenser USB Microphone with High-Res Metering
- Professional Condenser Microphones
- USB Streaming Podcast PC Microphone, SUDOTACK professional 192KHZ/24Bit Studio Cardioid Condenser Mic Kit with sound card Boom Arm Shock
- Ethernet USB Adapters
- Amazon Basics USB 3.0 to 10/100/1000 Gigabit Ethernet Internet Adapter
- Ethernet Cables
- Cat8 Ethernet Cable, Outdoor&Indoor, 30FT Heavy Duty High Speed 26AWG Cat8 LAN Cable



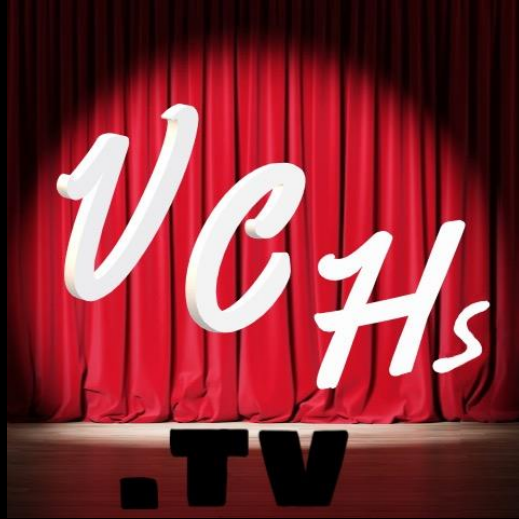


# MAKE SURE ALL YOUR EQUIPMENT IS PLUGGED INTO A WALL BEFORE YOU LOG INTO OUR BROADCAST STUDIO FOR YOUR SHOW!!!

You don't want to get cut off in the middle of your performance because your equipment ran out of charge!

**DISABLE** all screen savers, energy savers, **CLOSE** all background software and browsers!!!





VIRTUAL  
CONCERT  
HALLS



VIRTUAL  
CONCERT  
HALLS

# VCHS RECOMMENDED MICROPHONES FOR MUSICIANS' STREAMING AND ONLINE TEACHING

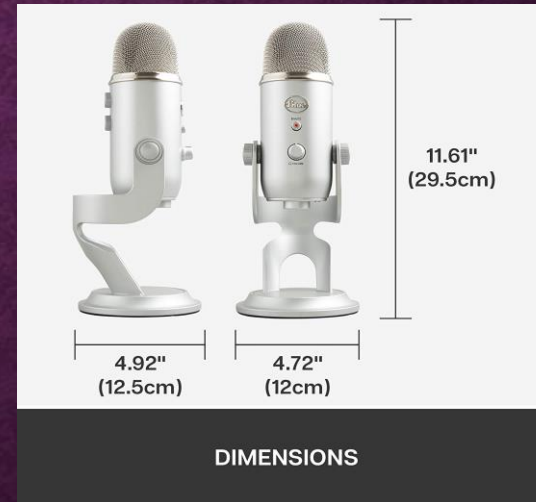
Budget option  
for starter streamers,  
music teachers, and students



- FIFINE Metal USB  
Microphone,  
Recording  
Microphone for  
Laptop, MAC, or  
Windows.
- Cardioid Studio  
Recording
  - Vocals
  - Voice Overs  
Streaming
  - Broadcasting  
Conferencing

Where to buy: <https://bit.ly/vchsmic>

Professional well-rounded  
microphone for performers  
and high level music instructors



- Blue Yeti USB Mic  
for Recording &  
Streaming on PC  
and Mac.
- 3 Condenser  
Capsules
  - 4 Pickup  
Patterns
  - Headphone  
Output
  - Volume Control,  
Mic Gain  
Control  
Adjustable  
Stand

Where to buy: <https://bit.ly/vchsmicpro>

# LIGHTS FOR YOUR LIVESTREAMING



VIRTUAL  
CONCERT  
HALLS



## Powerful Ring Light

[https://www.amazon.com/gp/product/B01LXDNNBW/ref=ppx\\_yo\\_dt\\_b\\_asin\\_title\\_o08\\_s03?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B01LXDNNBW/ref=ppx_yo_dt_b_asin_title_o08_s03?ie=UTF8&psc=1)



## Filtered smooth light

[https://www.amazon.com/gp/product/B07NBP6D98/ref=ppx\\_yo\\_dt\\_b\\_asin\\_title\\_o08\\_s01?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B07NBP6D98/ref=ppx_yo_dt_b_asin_title_o08_s01?ie=UTF8&psc=1)



## Dimmable spotlight

[https://www.amazon.com/gp/product/B07T8FBZC2/ref=ppx\\_yo\\_dt\\_b\\_asin\\_title\\_o03\\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B07T8FBZC2/ref=ppx_yo_dt_b_asin_title_o03_s00?ie=UTF8&psc=1)

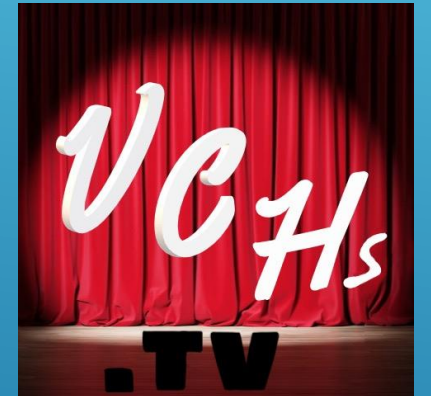
# PREPARE TO LIVE STREAM YOUR PERFORMANCE\*

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



- ▶ **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

A series of several parallel white lines of varying thicknesses, slanted diagonally from the bottom left towards the top right, located on the right side of the slide.

▶ Room Setup

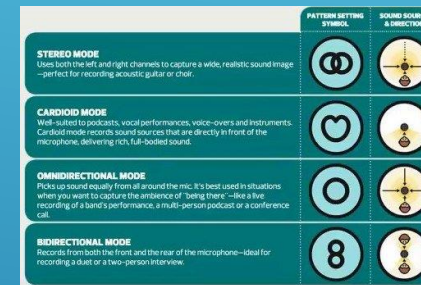
- ▶ Lights/Curtains. Position additional lighting behind the camera
- ▶ Furniture, loose objects, chairs, decorations (no distraction, keep it plain and clean). Hide all electrical cords.
- ▶ AC/Heating/appliances: turn off (no noise). Close doors and windows.

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!

