Spreecast Producer Check List: Day-Of-Event Instructions

I. 30 Minutes Before Going Live
Go to your event page 30 minutes before your event begins and start setting-up.

❑ Promote your event on social channels to drive last minute traffic… "IN 30 MIN LIVE…"
❑ Go to "Producer" tab and decide which features you want to enable/disable for your event.
❑ Preload promotional items into the screen queue, or open a side document with the materials you'll want to promote during the live session that you can paste into the queue. See tips, tricks, and examples for adding items into the screen queue here.
❑ Invite any co-producer(s) to "co-produce" (find and click their face card in the audience area and click "Make a Producer," OR use gray "Invite" button beneath the video player).

II. Invite Participants into Virtual Green Room Before Going Live
When you see the face cards of your participants in the audience area, it means they are on the event page and you can get them ready before going live.

❑ Find the face cards of your on-screen participants and invite them on camera (click their card and the "Invite On Camera" button in the pop-up box)
❑ If there is someone on-screen who will be playing host /moderator that you want to be able to communicate with during the live session, invite them to be a producer too
❑ Once a participant accepts your invite and their camera is connected, the wrapper around their card will turn green. Click their card and click "Put On Screen." Remember: the audience cannot see their video feed (even though you can) until you go live.
❑ *Note:* If their face card does not turn green but instead stays blue, it means their camera is not yet connected. See troubleshooting tips for on-camera guests here.

III. Test Audio/Video of On-Camera Guests Before Going Live
Once your on-camera participants are on screen, check the following:
❑ Check their background lighting
❑ Test the audio and volume of each person
❑ Have each guest say "testing 1 2 3" and adjust their individual volumes by scrolling over their video feed and altering their green volume bar.
❑ Ask if everyone heard each other during the volume test
❑ Ask if anyone is heard any audio issues (ex: an echo or feedback?)
    • If someone hears an echo, make sure they only have the event page open in one tab
    • If you hear audio feedback, figure out which computer is the source-- mute each guest's mic one at a time and say "testing 1 2 3." If you no longer hear feedback after muting someone, then they're the source of problem and need to wear headphones

IV. When You Are Ready To Go Live:
❑ Before you take yourself off camera, remind your on screen host to:
    • open their producer chat, and look in queue for questions to bring on air when live
    • press the red "Start Spreecast" button when it's time to start (give others countdown)
    • verbally encourage the audience to submit questions/comments once they are live
❑ Take yourself off camera by clicking the 'X' in right hand corner of your video square and get ready to start producing from behind the scenes