



## Church Volunteer Livestream Sunday Checklist

This checklist is designed to guide volunteers through the process of setting up and running the church livestream. Please check off each task as it is completed by clicking the radial button next to each item. If you have any questions, don't hesitate to ask for assistance.

### **Check internet connection stability**

- Ensure that your internet connection is stable and has enough bandwidth to support streaming. You can do this by running a speed test and checking for any interruptions in connectivity. We suggest <https://speed.streamingchurch.tv/> or <https://speedof.me/>. Be sure to run the test 3 to 5 times to get a range of upload bandwidth available.

### **Set up camera equipment**

- Position the camera at the appropriate angle to capture the speaker and the congregation. Make sure the camera is plugged in and turned on.

### **Position microphones for audio capture**

- Set up any microphones needed for capturing audio, ensuring they are close enough to the speaker and unobtrusive. Test the microphones to confirm they are working correctly.

### **Connect all equipment to power sources**

- Make sure that all devices, including cameras, microphones, and computers, are plugged into power sources to avoid running out of battery during the service.

### **Open streaming software**

- Launch the streaming software you will use to broadcast the service. Familiarize yourself with the interface.

### **Set up streaming settings (resolution, bitrate, etc.)**

- Configure the streaming settings in the software. Set the resolution and bitrate to optimal levels based on your internet speed.

### **Test audio levels**

- Do a sound check by speaking into the microphone and adjusting the audio levels in the software until the sound is clear without distortion.

### **Check video framing and lighting**



- Review the video feed to ensure the speaker is well-framed and the lighting is appropriate. Adjust as necessary to avoid shadows or glare.

**Conduct a test stream**

- Run a short test stream to ensure everything is functioning properly. Check both video and audio quality during this test.

**Prepare graphics (lower thirds, overlays) for service**

- Set up any necessary graphics or overlays in the streaming software, such as lower thirds with names or service details.

**Verify the chat feature is enabled and working**

- Ensure that the chat feature is activated so that the online congregation can interact during the service.

**Ensure backup equipment is ready**

- Have backup equipment on hand, such as extra cables and a secondary camera, in case of any technical issues.

**Start the livestream 5-10 minutes before the service**

- Begin the stream a few minutes before the service starts to ensure everything is running smoothly and to give viewers time to connect.

**Monitor stream health during the service**

- Keep an eye on the stream's health indicators in the software to catch any potential issues early.

**Engage with online congregation in chat**

- Interact with viewers in the chat by acknowledging their messages and responding to any questions they may have.

**Stop the stream at the end of the service**

- Once the service concludes, stop the livestream in the software and ensure that the feed has ended.

**Record the service for later use**

- Make sure the service has been recorded so it can be shared later with those who missed it. We suggest using a service like our DVR feature and adding the redundancy of a local hard drive recording in case of internet issues.

**Always Power down equipment after the service**



- Once everything is done, safely power down all equipment and unplug devices that do not need to remain on.

**Store equipment securely**

- Put away all equipment in its designated storage area to keep it safe and organized for future use.

**Provide feedback or review on the streaming process with your team**

- After the service, share any observations or suggestions for improvement based on your experience during the livestream.

*If you have any issues we are available to help you every day especially Sundays.*

Live Chat via [StreamingChurch.tv](https://StreamingChurch.tv)

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