



Doc 3 Live Streaming Detailed Checklist By Role

Producer Training Checklist

1. PreStream Preparation

- Review the service plan and determine the camera angles needed.
- Confirm all equipment is powered on and functioning.
- Check that the streaming software settings are correct (resolution, audio sources, encoding).
- Coordinate with each team member to ensure all roles are clear.

2. During the Stream

- Monitor the live feed to ensure smooth transitions.
- Communicate with the Stream Monitor to check for any issues on the viewer side.
- Direct the camera operator to adjust angles as needed.
- Respond quickly to any reported technical issues.

3. PostStream Tasks

- End the live stream and save the recording, if applicable.
- Ensure all equipment is powered down.
- Gather feedback from the team about any technical difficulties.
- Document any issues for future reference and troubleshooting.

Camera Operator Training Checklist

1. Equipment Setup

- Check that all cameras are working and lenses are clean.
- Position each camera according to the predetermined setup.
- Test camera angles and ensure they're capturing the desired view.
- Adjust camera settings (focus, zoom) for optimal quality.

2. During the Stream

- Monitor the scene and make realtime adjustments as directed by the producer.
- Respond promptly to instructions on zoom, pan, or angle adjustments.
- Be aware of lighting changes and adapt camera settings as needed.

3. PostStream Tasks

- Power down and safely store cameras.
- Report any technical issues to the producer.



Record any observations about camera positioning or technical limitations for future improvement.

Sound Engineer Training Checklist

1. PreStream Sound Setup

- Set up all microphones and run a sound check.
- Test audio levels to ensure clarity and proper volume.
- Confirm that the audio feed is correctly configured in the streaming software.

2. During the Stream

- Continuously monitor audio levels to avoid clipping or distortion.
- Adjust sound levels as needed based on realtime feedback.
- Respond quickly to any audio issues reported by the Stream Monitor.

3. PostStream Tasks

- Power down and store audio equipment.
- Log any issues with sound quality or equipment for future troubleshooting.
- Provide feedback to the producer on any improvements for future setups.

Stream Monitor Training Checklist

1. PreStream Preparation

- Verify login credentials and access to the streaming platform.
- Test viewing on the platform to confirm audio and video quality.
- Set up a secondary device to monitor the stream as it appears to viewers.

2. During the Stream

- Monitor the stream continuously for any audiovisual issues.
- Communicate with the producer about any lag, buffering, or quality issues.
- Track live viewer feedback or comments and relay relevant information to the producer.

3. PostStream Tasks

- Log any issues that affected the viewer experience.
- Review the recorded stream to identify quality issues that may need future troubleshooting.
- Participate in poststream feedback to discuss any improvements.



These checklists can be used during training to guide team members through hands on tasks and to confirm that all essential steps have been completed. Let me know if you'd like more detail on any specific checklist!