



Checklist for streaming

Streaming – a live or pre-recorded transmission over the Internet using streaming media services, for example, Facebook, Twitch, YouTube, Zoom etc.

- Create a timetable for the full broadcast:
 - Time for the stream to start
 - Everything that happens up until the performance starts.
 - Times for the different acts of the performance.
 - Time for the ending credits.
 - Time for off-boarding.
 - and finally, the time to end the stream.

Go through the timetable with the film/theater crew and ensemble.

- Reconnaissance:
 - Test the internet connection
 - Set up and test all of the equipment.
 - Decide the camera positions, lighting, microphones.
 - Plan the positions of the film crew and stage workers positions.
 - Do a full broadcast rehearsal to test everything. Testing is extremely important, if you don't deliver on your promise people will be disappointed.
 - Remind the crew to mute their phones.
 - Test the stream, on a private stream, before going live out to the audience.
 - Have a back-up plan in case something breaks down.

- When using only a room microphone, place it in what could be considered the "front row seat location."

- If you are sending a stream from a theater, make sure the theater sound technician understands the importance of ambience for the remote audience. Murmurs and applause from the live theater audience creates a better experience for the streaming audience. If the sound is cut in between acts or right at the end of the performance, it will sound like something broke.

- Where your audience is located and on what device they watch the stream will effect their experience. Let them know what they should do for the best reception. Should they use headphones, watch it on a computer screen (rather than a mobile), if they need to turn off, or on their camera and microphone, and where to turn if they are experiencing technical issues during the streaming.



- ❑ If possible, have a sound person monitor the audio during your live streamed performance. That person can make adjustments if necessary, as the performance volume dynamics can change in different scenes. Play loud and quiet dynamics to make sure it sounds good in both ways.
- ❑ Interaction, participation and in-between act talks can make an audience more likely to stick around. However, have an action plan if someone is lewd or bullying.
- ❑ On- and offboarding are important parts of streaming. People are most receptive at the beginning and at the end.
 - Having an open chat 15-30 minutes before the stream starts is a great way to interact with people, letting them ask questions and showing that you care about their opinions and value their presence.
 - In the streaming window have a slideshow – images that are tied to your theme/story – and a stream countdown timer to show when the stream will begin.
 - Make sure the audience knows when the stream is over. Having an open chat room after the stream is a nice way to reward those hard core fans that have been hanging in there until the end. It's an opportunity for them to talk about their experience and for you to let them know about upcoming performances or other happenings. You could also let people know about upcoming shows in the end credit.