

LIVE STREAM PRODUCTION

The Event Broadcast Run-of-Show Checklist

Catch the production details that protect the viewer experience before the event goes live.

For event hosts, nonprofits, schools, churches, and companies planning a live, hybrid, or recorded program.

TECHNICAL

- Internet
- Audio
- Camera positions
- Power
- Lighting
- Slides
- Playback
- Recording
- Backup plan

RUN OF SHOW

- Who speaks?
- What plays?
- Who cues each moment?
- Where are transitions?
- What happens if the schedule changes?

VIEWER EXPERIENCE

- What should remote viewers see and hear clearly?
- Where do names, titles, sponsors, or lower thirds appear?
- How does the stream handle pauses or dead time?

AFTER EVENT

- Replay
- Recap clips
- Sponsor proof
- Photo/video archive
- Follow-up content
- Analytics readout