

Project Name: \_\_\_\_\_

## Webcast Project Worksheet

Client:	
Project Name:	
Load in Date/Time	
Broadcast Date:	
Broadcast Start Time	
Broadcast End Time	
Setup	
Location	
Hotel/Venue Contact	
Hotel/Venue Contact #	
Client Contact	
Client Contact#	
Live Audience	

### Type Shoot

Streaming	
Cameras	
Publishing Point	
Window Size	
VSSC Hosted landing page	
Customer .JS or iFrame	
Custom .JS or iFrame tested	
Internet	
Graphics Insertion	
Graphics Provided	
Agenda Provided	

### Powerpoint

PPT Laptop	
PPT Files Provided in advance	
100" Screen	
Projector and stand	
2nd Projector	
Presenter/Signer Talent Release	

### Billing:

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### Audio

Audio Type	
Audience Interaction	
2nd room Audio	
Table Top Mics	
Wireless Mics	
Wireless Mic Floor Stands	
Wireless Lavs	
Press Box	
Speaker Timer	
Teleconference	
Teleconf Bridge ordered	
Telecon Bridge info	
Live video insert	
Sign Language Translators	
Language Translators (SAP)	
Translators bring own gear	

### Room Layout

Table Skirts	
Room Layout	
Meeting Layout	
Podium	
Presenters/SME Tables	
Confidence TV Monitor	
ADA Accessibility Requirements	

### Post Production

Indexed Archive	
VSSC Hosted Archive	
Remote Hosted Archive	
Remoted Hosted Credentials	
Archive SLA	
DVD Media Production	

### Live Captioning

Agenda has breaks at 90min	
Glossary of Acronyms	

### Travel

Travel beyond 50 miles	
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NOTES: