

Project Worksheet

Client:	Type Shoot	3 Camera Live Switched
Project Name:	Streaming	FLV 500kbps
Broadcast Date:	Publishing Point	[Insert public URL here]
Broadcast Start	Window Size	640x480
Broadcast End	Hosted landing page	[Insert URL for video landing page]
Setup Day Of Broadcast 8:30AM	Customer Javascript setup	
Location	Custom Javascript tested	
	Internet	Hardwire provided by hotel
	Graphics Insertion	Logos and watermark only
	Graphics Provided	Yes
	Initial Agenda Provided	Yes
Hotel Contact	Powerpoint	Yes
Hotel Contact #	PPT Laptop	Provided by Client
Client Contact	iVGA or Scan Converter	iVGA-HD projection
Client Contact#	100" Screen	Yes 2X Screens
Live Audience	Projector and stand	Yes
	2nd Projector	No
Billing:	Room Layout	
	Table Skirts	Yes 12 tables
	Room Layout	7000sf room
	Meeting Layout	Flat "U" Shape
	Presenters/SME Tables	No
	44" TV	Yes
	Audio	Yes
	Audio Type	PA
	Audience Interaction	Yes
	2nd room Audio	Yes
	Table Top Mics	30
	Wireless Mics	2
	Wireless Mic Floor Stands	2- Floor Mount
	Wireless Lavs	No
	Press Box	Yes
	Language Translators (SAP)	No
	Live Captioning	No
	Conf Calling	Yes
	Con Calling Audio	
	Post Production	Yes
	Indexed Archive	Yes. no agenda, just segments
	VSSC Hosted Archive	Yes FLV
	Media Production	DVD x20

Notes: Two 100" Screen and two projectors
Conference Calling
Second set of powered mains for audio coverage

This is not a Brown Act Meeting