Hybrid event technical checklist

Eight weeks out to the day after

VIRTUAL STUDIO EVENTS

Event

Venue

Show date

Single technical point of contact

> Appoint one person who owns the join between the room and the online audience, and put their name at the top of this list. Most hybrid failures sit in the gap between suppliers, not in the equipment.

Eight weeks out: decisions

- [ ] Name the single technical point of contact across venue, streaming and platform
- [ ] Agree who calls the show for the stream and how they talk to the room's stage manager
- [ ] Write the run order and mark which items are fixed and which can flex
- [ ] Decide where the online audience watches and what they can do (chat, Q&A, polls)
- [ ] Decide how remote speakers join and where they appear in the room
- [ ] Confirm crew roles, including who mixes the stream separately from the room screens
- [ ] Send the technical spec to the venue and AV supplier and ask for written answers
- [ ] Book a venue recce and a rehearsal window

Eight weeks out: systems and connectivity

- [ ] Ask for a dedicated wired line for the stream, separate from guest Wi-Fi
- [ ] Request outbound ports 1935, 443 and your SRT range to be open
- [ ] Plan a backup path, such as bonded cellular or a second circuit
- [ ] Agree the audio split: per-mic or clean mix, connector type, pre or post fader
- [ ] Agree a clean slide feed to the gallery, not a camera on a projector
- [ ] Check LED and screen refresh rates and brightness against camera settings
- [ ] Plan mix-minus returns for every remote contributor
- [ ] Confirm power for the gallery, with UPS on critical kit

Two weeks out

- [ ] Collect final speaker details with the speaker technical questionnaire
- [ ] Run test calls with every remote speaker on the hardware and line they will use
- [ ] Set a deadline for final slides and videos, and a version-naming rule
- [ ] Build graphics: lower thirds, sponsor slides, holding slate, closing slide
- [ ] Test the player on a corporate network and on mobile
- [ ] Send crew a call sheet with call times, parking and the contact list
- [ ] Confirm radio mic frequencies and spare batteries
- [ ] Write the contingency plan and agree who makes each call

Show week

- [ ] Freeze the run order and circulate the final version
- [ ] Test the wired line from the gallery position at the time of day the show runs
- [ ] Test the backup path in the room
- [ ] Load final slides onto the show machine and check fonts, video and sound
- [ ] Pack spares: cables, adapters, batteries, a second encoder or laptop
- [ ] Hold a pre-show call with venue AV, platform, streaming and moderator
- [ ] Confirm what happens if a speaker is late, absent or ill
- [ ] Check recording drives, free space and ISO record settings

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Show day: before doors

- [ ] Check vision, audio, genlock and comms before anyone else arrives
- [ ] Stream to a private destination and check it on a second device
- [ ] Test failover by pulling the primary path
- [ ] Line check every mic, camera and remote caller
- [ ] Rehearse the opening, the transitions and the Q&A
- [ ] Check the moderator can see platform questions and pass them to the stage
- [ ] Show the holding slate and confirm the countdown start time
- [ ] Brief the floor manager on cues and what the online audience can see

Show day: during

- [ ] Keep a timing log against the run order
- [ ] Watch stream health and platform viewer count, not only pictures
- [ ] Check remote speakers can hear the room before each session
- [ ] Keep a second person on audio levels and on the platform
- [ ] Note problems as they happen, with times, for the post-event report
- [ ] Call each cue with a standby before the go
- [ ] Hold the contingency plan at the gallery and use the agreed holding messages

After the event

- [ ] Stop the stream and confirm the recording saved on every device
- [ ] Copy all recordings and ISO files to two separate drives before striking
- [ ] Export platform data: registrations, attendance, chat, Q&A, poll results
- [ ] Hold a ten-minute crew debrief while it is fresh
- [ ] Publish the on-demand recording and check it plays
- [ ] Log kit faults and return damaged items to the supplier
- [ ] Write the post-event report: metrics, technical notes, recommendations
- [ ] Update this checklist with what you would change

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