Remote presenter checklist and test call script

Part 1: for the speaker. Part 2: for the producer

VIRTUAL STUDIO EVENTS

Speaker

Session

Show date and time

Test call date

Producer

Speaker mobile

A wired connection, headphones and a second way to reach the speaker fix most remote problems before they reach air. Ask for all three on the first email.

Part 1: connection

- [ ] Connect the computer to the router with an Ethernet cable, not Wi-Fi
- [ ] Run a speed test and note upload; aim for at least 10 Mbps sustained
- [ ] Close downloads, cloud backups and video on other devices during the session
- [ ] Use a computer that is not on a VPN unless the producer has asked for one
- [ ] Plug the computer into mains power
- [ ] Give the producer the IT contact if joining from an office network

Part 1: sound

- [ ] Wear wired headphones so the room feed does not leak into the microphone
- [ ] Use a headset or external microphone, not the laptop microphone
- [ ] Choose a quiet room and shut windows and doors
- [ ] Switch off phone alerts, email notifications and chat apps
- [ ] Mute other devices that could ring, buzz or play audio
- [ ] Keep the microphone at a fixed distance and speak normally

Part 1: picture

- [ ] Raise the camera to eye level with books or a stand
- [ ] Place a light in front of you, behind the screen, not behind you
- [ ] Avoid a bright window behind you
- [ ] Sit about an arm's length from the camera, with the head and shoulders in frame
- [ ] Use a plain or tidy background and avoid virtual backgrounds
- [ ] Wear solid colours and avoid fine stripes or checks
- [ ] Clean the camera lens

Part 1: on the day

- [ ] Join the green room or call at the time on your joining instructions
- [ ] Have a second device ready, such as a phone, to rejoin if the call drops
- [ ] Give the producer a mobile number they can ring and message
- [ ] Have your slides open on the device the producer has asked for
- [ ] Keep water nearby and a printout of your notes
- [ ] Do not leave the call until the producer says you are released

Part 2: opening the test call

- [ ] Introduce yourself, the show and who is on the call
- [ ] Confirm the speaker's name, title and how it should appear on screen
- [ ] Confirm their mobile number and the backup contact
- [ ] Confirm which device, browser and connection they are using today
- [ ] Explain what happens in the minute before they go live
- [ ] Explain the cue words you will use, such as standby and go

Part 2: connection and audio

- [ ] Check wired or Wi-Fi, then run a speed test and record upload
- [ ] Check packet loss and stability in the call tool for two minutes
- [ ] Check headphones are in use and nothing is echoing
- [ ] Ask them to speak at normal level and set gain at the desk
- [ ] Listen for fan noise, keyboard noise and room echo
- [ ] Check they can hear the return feed, with no sound of their own voice
- [ ] Send a test of the room audio and confirm they hear it clearly

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Part 2: picture and slides

- [ ] Check camera height, framing and headroom
- [ ] Check exposure on the face with the window behind and the room lights as on the day
- [ ] Check the background and remove any logos you cannot show
- [ ] Share the slides and confirm they are legible at stream resolution
- [ ] Test any video clip for sound and smooth playback
- [ ] Confirm who advances the slides, and test the handover

Part 2: cues and fallback

- [ ] Walk through the run order and the speaker's cue to speak
- [ ] Agree what the speaker does if the picture freezes or the call drops
- [ ] Agree the order of fallback: rejoin, switch to the second device, phone in
- [ ] Agree when to switch to audio only and which still image will show
- [ ] Agree who the speaker talks to on air if a Q&A question is read out
- [ ] Note anything changed, and book the day-of check at the time agreed

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