Live show day checklist for the gallery

Crew call to data copied twice

VIRTUAL STUDIO EVENTS

Event | Venue

Date | Technical director

Gallery crew call | Doors

> Do not close the gallery until the recordings exist in two places and the stream has been confirmed stopped. Most lost footage is lost in the last ten minutes of the day.

Crew call and power up

- [ ] Sign in with venue security and collect passes
- [ ] Confirm the gallery power is on its own circuit and the UPS is connected
- [ ] Power up in order: network, sync, router, switcher, then computers
- [ ] Check the gallery temperature and fans on every machine
- [ ] Label every screen, source and cable that is not already labelled
- [ ] Confirm the venue IT contact and the AV supplier contact are on site

System and genlock

- [ ] Check the sync generator is locked and every source follows it
- [ ] Set the system frame rate and resolution and confirm every source matches
- [ ] Check the router and switcher crosspoints against the source list
- [ ] Load the show file and check every input and graphic
- [ ] Check lip sync between camera pictures and audio
- [ ] Check multiviewer labels, tally and clock
- [ ] Save a backup copy of the show file

Record check

- [ ] Check the free space on every recording drive
- [ ] Arm the programme recording and each ISO record
- [ ] Record a one-minute test and play it back
- [ ] Check audio is present on the recording, on every channel
- [ ] Check the file names and the save location
- [ ] Start a second recording on another device as a backup

Line checks

- [ ] Check every camera for focus, white balance, iris and tally
- [ ] Check every radio mic, with a fresh battery fitted
- [ ] Check every lav and handheld at the desk and on the stream mix
- [ ] Check the clean slide feed from the show machine
- [ ] Check each remote caller, with mix-minus working
- [ ] Check playback clips for picture and sound
- [ ] Check the lower thirds spelling against the speaker list

Comms check

- [ ] Roll call on every channel, including producer, floor and audio
- [ ] Check each beltpack and headset for noise and battery
- [ ] Check radio channels and callsigns with the floor team
- [ ] Check the IFB feed to the presenter
- [ ] Check the intercom to the venue AV desk and the platform team
- [ ] Print the contact sheet and place it at the gallery

Stream to private and failover

- [ ] Start the stream to a private destination
- [ ] Watch it on a second device on a separate network
- [ ] Check picture, sound, sync and latency
- [ ] Check the bitrate and the dropped frames on the encoder
- [ ] Pull the primary path and confirm the backup takes over
- [ ] Restore the primary path and check it returns cleanly
- [ ] Stop the test stream and clear the private destination

Platform check

- [ ] Check the player embeds correctly on the event page
- [ ] Check the chat, Q&A and polls are live and moderated
- [ ] Check the moderator can pass questions to the stage
- [ ] Check captions or subtitles are running, if booked
- [ ] Load the holding slate and countdown
- [ ] Check the player on a mobile connection

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-show-day-checklist.html

Rehearsal and standby

- [ ] Run the opening and the first transition
- [ ] Run each remote speaker's entry and exit
- [ ] Run the playback roll-ins and any stings
- [ ] Run the Q&A routine from question to answer
- [ ] Fix the issues found and re-test those items
- [ ] Brief the crew, then hold a quiet five minutes before doors
- [ ] Go to the holding slate and start the countdown

Doors and show

- [ ] Start the public stream at the agreed time and confirm it is live
- [ ] Call each cue with a standby before the go
- [ ] Keep the timing log against the run order
- [ ] Watch the stream health and the viewer count
- [ ] Log any fault with a time
- [ ] Hold the contingency plan at the gallery and follow the agreed calls

Wrap, data and kit out

- [ ] Stop the stream and confirm it has ended on the platform
- [ ] Stop all recordings and check each file opens
- [ ] Copy recordings and ISO files to two separate drives
- [ ] Check the copies match in size and play back
- [ ] Export chat, Q&A and poll data from the platform
- [ ] Save the show file, project and graphics pack
- [ ] Strike kit against the kit list and count the cases
- [ ] Hand the venue a clear room and sign out

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-show-day-checklist.html