

Executive Webcast Run of Show

Pre-event planning template. Complete all fields before day-of execution.

1 EVENT INFORMATION

Event / Webcast Title:

Date: Start Time: End Time:

Platform (Teams/Zoom/Webex/Custom):

Webcast URL / Meeting Link:

Executive Host: Technical Lead:

Producer / Event Manager:

Expected Audience Size:

2 ESCALATION CONTACTS

Name / Role	Phone	Email	Notes

3 PRESENTER ROSTER

Presenter Name	Title / Organization	Segment	Time Slot	AV Notes

4 PRE-EVENT TECHNICAL CHECKLIST

Platform room is signed in, licensed, and showing correct meeting <i>Verify account login - not a guest or personal account.</i>	CRITICAL
Green room / backstage link tested with all presenters <i>Send green room link 30+ min before start. Test audio + video.</i>	CRITICAL
Dedicated bandwidth confirmed - no competing large transfers scheduled <i>Coordinate with IT for bandwidth reservation on event day.</i>	CRITICAL
Recording configured and storage destination confirmed <i>Verify recording path, permissions, and available storage.</i>	CRITICAL
Streaming destination / RTMP key confirmed and tested (if live stream) <i>Test the stream key at least 24 hours before the event.</i>	IMPORTANT
Final presentation deck received, tested, and shared screen confirmed <i>Screen share tested from presenter's actual device.</i>	CRITICAL
Backup copy of slides loaded on producer machine <i>Never rely solely on presenter's machine for slide delivery.</i>	IMPORTANT
Lower thirds / name graphics prepared for all presenters <i>Confirm spelling and title for every presenter on screen.</i>	IMPORTANT

