

The Standard Live Stream Checklists and Guidelines

PLEASE READ: Questions to think about when planning to live stream

- Why is this game/event important to cover?
- Which angle will capture the game/event wholly?
- Will there be background noise if I/we plan on doing commentary in this location?
- Has Mr. Harris double-checked the setup?

SCHEDULING GUIDELINES:

- Add event/sign up for the event on the event coverage spreadsheet
- Contact Mr. Harris
- Message/email Editor-in-Chief: Online, Community Engagement Editor and Broadcast Editor
 - Include the date of the live stream
 - Include the timeframe that the event will last
 - (When at the event venue) Send the Community Engagement Editor an image of the event space (put your phone in portrait mode!!)

- **LIVE STREAM CHECKLIST:**

* In order to stream, one laptop must have the application OBS on their laptop, as well as the login to The Standard's YouTube which includes the **Username** and **Password**. To access this information, please contact the Editor-In-Chief: Online or Deputy Editor-in-Chief: Online.*

Beginners:

- Start with 3 to 4 members who will coordinate managing the cameras, commentary and streaming on the laptop
- Have Mr. Harris work with you for the first half of the event duration

Advanced:

- Contact Mr. Harris to set up the stream
- Work in groups of 1-2 (preferably 2) and coordinate with each other regarding who will coordinate what during the stream

General Checklist:

- Make sure the camera's film is being displayed on your laptop before starting the stream
- Draft a headline for the stream - send it to the Editor-In-Chief: Online to check over before submitting it on OBS
- Once the stream has begun, say (" Welcome back to The Standard's Live Commentary, I am your host ___ *and I am accompanied today by ___") * If there is only one host, forget this last part.
- After speaking into the microphone, put it on mute to minimize background noise
- After first few minutes of streaming, message either Ms. Avery, Editor-in-Chief: Online or Deputy Editor-in-Chief: Online to see if stream is playing correctly through YouTube
- Coordinate with partner if working in a group regarding who will speak when to minimize overlap of voices
- Move the camera to follow the main action of the event
- At the end of the stream, end with (" Thank you for watching The Standard's Live Commentary, *we are your hosts, ___ *and ___) * If there is only one host, forget this last part.

POST CHECKLIST CHECKLIST:

- Unhooked everything from your laptop, the camera, the outlet
- Everything (including floor mat) is placed back onto the trolley provided by Mr. Harris
- Trolley is returned to said room — Mr. Harris will inform you of where the trolley should be returned to (recording studio, his office, or P-101)